

# QuickBooks® Reference Guide

created for



by

QuickPro™ Consulting

## The United States Air Force Chaplain Service QuickBooks® Reference Guide

The team at QuickPro Consulting has designed and written this Guide specifically for implementing QuickBooks Pro 2001 by the USAF Chaplain Service. You will be receiving both a manual and a file in pdf format. Our goal is to provide you, the end user, with a trouble free, easy to understand, easy to use resource both during the transition to QuickBooks Pro 2001 and for using the software daily. Keep in mind the initial setup is crucial and if you have any questions during the process, do not hesitate to call the technical support number or email your question to the support email address below.

Support has been designed specifically for you and how you are utilizing the software. We anticipate a higher number of calls and emails during the initial setup process – please be patient. We are committed to your success during this transition.

After you have registered your new product, send an email to [support@quickproconsulting.com](mailto:support@quickproconsulting.com) and include your new registration number and a contact name. This is a very important step. It allows us to contact you and keep you informed of common product support solutions, and tips on an ongoing basis.

One of the changes in the software (QuickBooks 2001 vs. QuickBooks 99) is the look and feel of the menus. That's a nice way of saying things won't be where you are used to finding them. We suggest you take a few moments after you follow the installation steps in this manual to explore the new menus and familiarize yourself with the new user interface. Once again, if you have questions, just let us know.

We're committed to your success.

-The team at QuickPro Consulting

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## STARTING OUT

### Preparation / Closing Petty Cash

#### References to QuickBooks Data Files in this Guide:

- **Old Data File** – Your old Chaplain Service QuickBooks Data File, most likely a QuickBooks Pro 99 data file.
- **New Data File Template** – This is a backup file (QBB file) that has been created according to the Chaplain Service specifications. It will be restored with QuickBooks Pro 2001.
- **New CS Data File** – This is the QuickBooks Working file (QBW file) that is created by restoring the new data file template. This file will be updated with financial information from your Old Data File and used to track the Chaplain Service Fund accounts for your base. It will be re-named as part of the Starting Out process to simply **USAF Chaplain Service – Your Air Base**.

### Preparation

The following steps are absolutely necessary to complete before installing QuickBooks Pro 2001. It is imperative that you **use QuickBooks 99 and your Old Data File** in these steps.

#### Worksheets

The **Starting Out Worksheets** will provide a written record of the steps followed in this section and their results. The worksheets are located in **Appendix A** at the back of this document.

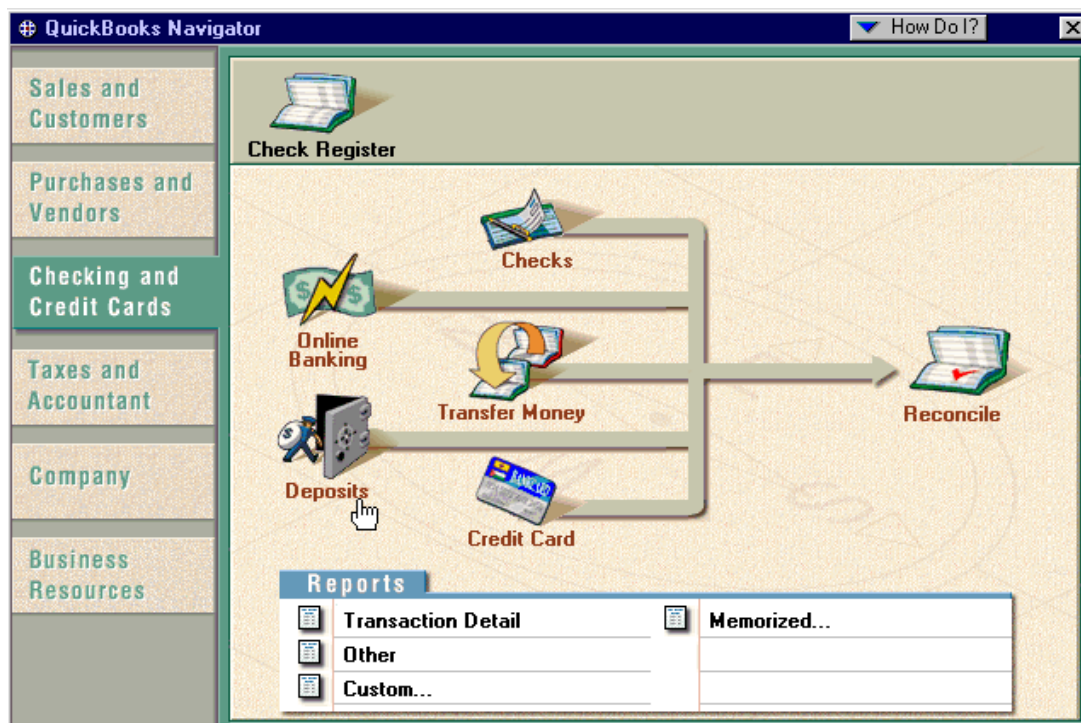
**HINT:** Prior to closing out your **Old Data File** in QuickBooks 99, it is strongly recommended that you pay any outstanding bills INCLUDING any amounts due on your IMPAC card. This will make setting up your new data file MUCH easier.

### 1. Closing the Petty Cash Account

Petty Cash is not included as part of the Chart of Accounts in the **New Data File Template**. The Petty Cash account, in the **Old Data File**, must be closed as the initial step in moving from your Old Data File to the new one. The balance in the Petty Cash account must be deposited to your bank account prior to generating any of the reports from the Old Data File.

#### To Close Out Petty Cash:

- From the **Checking and Credit Cards** tab of the **QuickBooks Navigator**, click **Deposits**.



## STARTING OUT

## Preparation / Closing Petty Cash

- In the **Deposit To** field, choose the correct bank sub-account. (*Where did the funds originally come from?*)
- In the **Date** field, enter the date that the balance in Petty Cash was deposited to the bank account.
- In the **Memo** field, enter **Close Petty Cash**.
- In the **From Account** column, select the **Petty Cash** asset account. (*Not expense account, if you have one.*)

**Make Deposits** How Do I?

Deposit To: 1000 - Checkin Date: 06/25/2001 Memo: Close Petty Cash

Click Pmts to select customer payments that you have received. List any other amounts to deposit below.

Received From	From Account	Memo	Chk No	Pmt Meth	Class	Amount
< Add New >						
	1000 - Checking	Bank				
	1000-1 - Catholic	Bank				
	1000-2 - Jewish	Bank				
	1000-3 - Muslim	Bank				
	1000-4 - Orthodox	Bank				
	1000-5 - Protestant	Bank				
	1000-6 - General	Bank				
	1100 - Savings	Bank				
	1100-1 - Catholic	Bank				
	1100-2 - Jewish	Bank				
	1100-3 - Muslim	Bank				
	1100-4 - Orthodox	Bank				
	1100-5 - Protestant	Bank				
	1100-6 - General	Bank				
	1200 - Petty Cash	Bank				
	1400 - Fixed Assets	Fixed Asset				
	1400-1 - Catholic	Fixed Asset				
	1400-2 - Jewish	Fixed Asset				

To get cash back from this deposit, enter the amount below. Indicate the account where you want this money to go, such as your Petty Cash account.

Cash back goes to:  Cash back memo:  Cash back amount:

Buttons: Next, Prev, OK, Cancel, Pmts..., Print...

- In the **Amount** column, enter the total amount of the deposit.
- Click **OK** to record the transaction.

**Make Deposits** How Do I?

Deposit To: 1000 - Checkin Date: 06/25/2001 Memo: Close Petty Cash

Click Pmts to select customer payments that you have received. List any other amounts to deposit below.

Received From	From Account	Memo	Chk No	Pmt Meth	Class	Amount
	1200 - Petty			Cash		125.00

Deposit Subtotal:

To get cash back from this deposit, enter the amount below. Indicate the account where you want this money to go, such as your Petty Cash account.

Cash back goes to: 1200 - Petty Cash back memo:  Cash back amount:

Buttons: Next, Prev, OK, Cancel, Pmts..., Print...

Order Deposit Slips Deposit Total:

## STARTING OUT

### Preparation / Choosing a Start Date

#### 2. Choosing a Start Date

In setting up your **New CS Data File**, the **Start Date** is very important and must be determined before proceeding with the remainder of the setup steps. The **Start Date** represents the date that you will begin recording your transactions in this **New CS Data File**. The information for any Chaplain Service transactions prior to the selected date are summarized into opening balances.

**NOTE: IT IS VERY IMPORTANT THAT ALL TRANSACTIONS THAT ARE DATED PRIOR TO THE START DATE YOU CHOOSE, ARE ENTERED INTO THE OLD DATA FILE PRIOR TO RUNNING ANY REPORTS! If this is not done, the opening balances you bring into the New CS Data File will not be correct.**

#### Start Date Examples

##### Example 1:

The **Start Date** is August 1<sup>st</sup>, 2001

- All account opening balances entered in the new file will be dated July 31<sup>st</sup>, 2001.
- The last bank statement before 7/31/01 and a list of outstanding checks and deposits that have not cleared up to the date of that last statement are needed.
- The first check entered (individual transaction) will be the first transaction of August 1<sup>st</sup>.

##### Example 2:

The **Start Date** is August 19<sup>th</sup>, 2001

- All account opening balances entered in the new file will be dated August 18<sup>th</sup>, 2001.
- The last bank statement before 8/19/01 and a list of outstanding checks and deposits that have not cleared up to the date of that statement are needed.

**NOTE:** Once the new file has been updated with the opening balances based on this date, your Start Date cannot be changed.

- The first check entered (individual transaction) will be the first check written on August 19<sup>th</sup>.
- In your new file the only data before the start date is in summary form. The detailed transactions will make up the data on/after this date. In the following sections you will receive more information on the start date as relevant to each individual section.

**IMPORTANT NOTE:** If you choose a **Start Date** of October 1, 2001, this is the beginning of your **Fiscal Year**. No Income or Expense Opening Balances will need to be entered, as those amounts are \$0.00 as of October 1<sup>st</sup>.

Enter the **Start Date** into the [Starting Out Worksheet](#). In each of the following examples, the **Start Date** of August 1<sup>st</sup> will be used.

## STARTING OUT

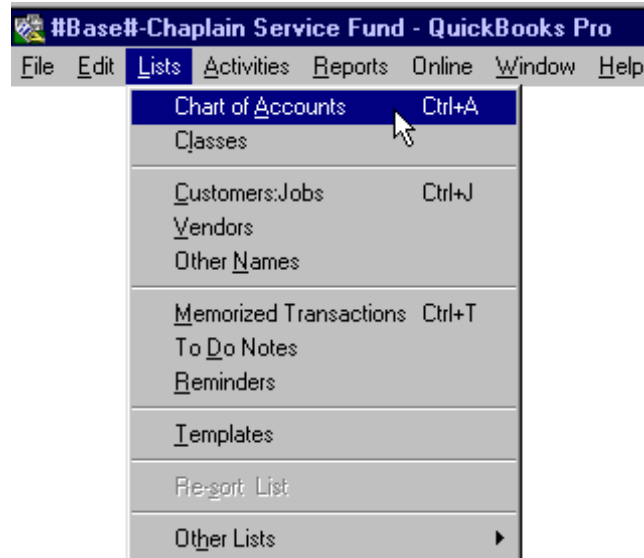
### Preparation / Closing Out Opening Balance Equity

#### 3. Closing Out Opening Balance Equity

In a perfect world, the balance in your **Opening Balance Equity** Account would be 0.00. If that is the case in your current data file, congratulations! You can skip this topic. However, if you had problems setting up your data file in the beginning, this account may hold a balance other than 0.00. If it does, we need to make an adjustment in your old data file before we run any reports.

To determine if you have a balance in the **Opening Balance Equity** account:

- Click on **Lists** in the **Menu Bar** and select **Chart of Accounts**.



- Look for the **Opening Bal Equity** account in your Equity accounts section.

♦ 1100-1 · Catholic	Bank	21,765.50
♦ 1100-1a · CD Account	Bank	21,765.50
♦ 1100-2 · Jewish	Bank	0.00
♦ 1100-3 · Muslim	Bank	0.00
♦ 1100-4 · Orthodox	Bank	0.00
♦ 1100-5 · Protestant	Bank	0.00
♦ 1100-6 · General	Bank	0.00
♦ 1200 · Petty Cash	Bank	0.00
♦ 1400 · Fixed Assets	Fixed Asset	6,472.37
♦ 1400-1 · Catholic	Fixed Asset	931.40
♦ CCF-25 · Processional Crucifix	Fixed Asset	931.40
♦ 1400-2 · Jewish	Fixed Asset	0.00
♦ 1400-3 · Muslim	Fixed Asset	0.00
♦ 1400-4 · Orthodox	Fixed Asset	0.00
♦ 1400-5 · Protestant	Fixed Asset	4,282.22
♦ PCF-13 · Choir Robes (37) · Blue & Gold	Fixed Asset	4,282.22
♦ 1400-6 · General	Fixed Asset	1,258.75
♦ GCF-1 · Advent Wreath	Fixed Asset	758.76
♦ GCF-2 · Olympus Digital Camera	Fixed Asset	499.99
♦ 1500 · Fund Property	Fixed Asset	0.00
♦ 2000 · Accounts Payable	Accounts Payable	2,527.00
♦ 2500 · IMPAC	Credit Card	2,264.93
♦ 2530 · Catholic IMPAC	Credit Card	699.93
♦ 2520 · Protestant IMPAC	Credit Card	915.00
♦ 2510 · General IMPAC	Credit Card	250.00
♦ ***** · Opening Bal Equity	Equity	10,000.00
♦ 3000 · Fund Balance	Equity	35,362.37
♦ 3900 · Retained Earnings	Equity	
♦ 4000 · Regular Contributions	Income	
♦ 4100 · Designated Contributions	Income	

## STARTING OUT

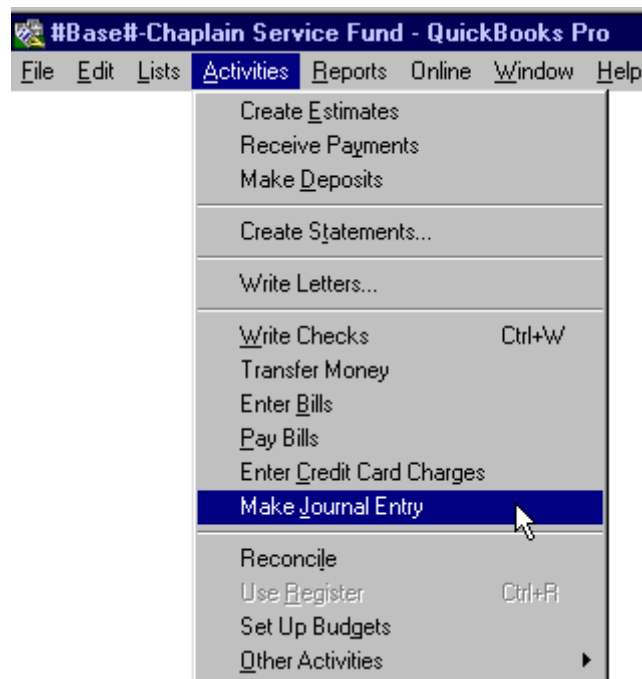
### Preparation / Closing Out Opening Balance Equity

- Note the Amount shown for **Opening Balance Equity** (also, note whether the number is positive or negative). If the amount is \$0.00, skip the rest of this topic.
- If there is a balance of any number OTHER than \$0.00, write that amount in the **Worksheet**.

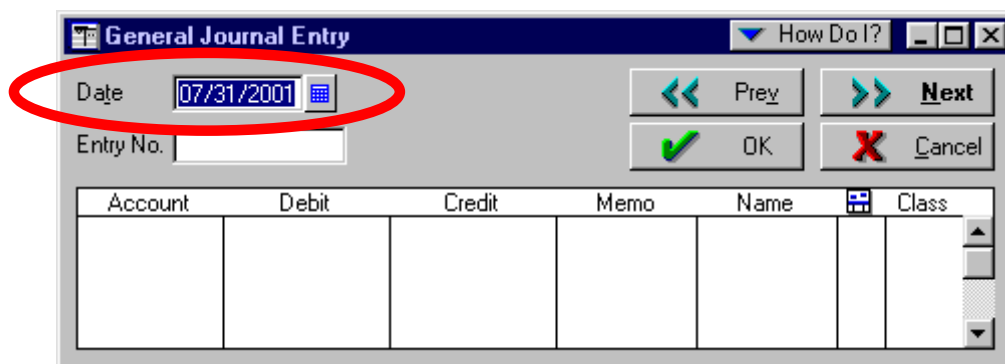
<b>3. Opening Balance Equity</b>	✓
Enter the amount shown on the Chart of Accounts in Opening Bal Equity	\$10,000.00

#### To Close Out Opening Balance Equity:

- Click **Activities** in the **Menu Bar** and select **Make Journal Entry**.



- In the **Date** field, enter the date before you **Start Date**.



## STARTING OUT

## Preparation / Closing Out Opening Balance Equity

- In the **Entry No.** field, type AJE-OBE (Adjusting Journal Entry Opening Balance Equity)

General Journal Entry

Date: 07/31/2001

Entry No.: AJE-OBE

Navigation: Prey, Next, OK, Cancel

Account	Debit	Credit	Memo	Name	Class

- Tab to the **Account** column, click on the drop-down arrow and choose an account based on the following criteria —
  - If the balance showing in your **Opening Balance Equity** account is positive, select the **Opening Balance Equity** account.
  - If the balance showing in your **Opening Balance Equity** account is negative, select the **Retained Earnings** account. (some of you may have renamed this account to **Fund Balance**)

General Journal Entry

Date: 07/31/2001

Entry No.: AJE-OBE

Navigation: Prey, Next, OK, Cancel

Account	Debit	Credit	Memo	Name	Class
***** · Ope					
2530 · Catholic IMPAC		Credit Card			
2520 · Protestant IMPAC		Credit Card			
2510 · General IMPAC		Credit Card			
✓ ***** · Opening Bal Equity		Equity			
3000 · Fund Balance		Equity			
3900 · Retained Earnings		Equity			
4000 · Regular Contribution		Income			
4100 · Designated Contribu		Income			
4200 · Organizational/Activ		Income			
4300 · Interest Income		Income			
4400 · Other Income		Income			
6000 · Worship & Religious		Expense			
6010 · Environment		Expense			
6060 · Workshops		Expense			
6040 · Music		Expense			
6020 · Liturgy Supplies		Expense			
6000-1 · Equipment		Expense			
6000-2 · Services		Expense			
6000-3 · Supplies		Expense			
6000-4 · Other		Expense			



## STARTING OUT

### Preparation / Closing Out Opening Balance Equity

- Tab to the **Debit** column and enter the amount of the **Opening Bal Equity** Account.

The screenshot shows the 'General Journal Entry' window. The Date is 07/31/2001 and the Entry No. is AJE-OBE. In the table, the 'Debit' column for the account 'xxxxxx · Oper' contains the value 10,000.00. The other columns (Credit, Memo, Name, Class) are empty.

Account	Debit	Credit	Memo	Name	Class
xxxxxx · Oper	10,000.00				

- Tab to the **Memo** column. Type in “Close OBE”

The screenshot shows the 'General Journal Entry' window. The Date is 07/31/2001 and the Entry No. is AJE-OBE. In the table, the 'Debit' column for the account 'xxxxxx · Oper' contains the value 10,000.00, and the 'Memo' column contains the text 'Close OBE'.

Account	Debit	Credit	Memo	Name	Class
xxxxxx · Oper	10,000.00		Close OBE		

- Tab to the **Account** column, click on the drop-down arrow and choose an account based on the following criteria —
  - If the balance showing in your **Opening Balance Equity** account is positive, select the **Retained Earnings** account. (some of you may have renamed this account to **Fund Balance**)
  - If the balance showing in your **Opening Balance Equity** account is negative, select the **Opening Balance Equity** account.

The screenshot shows the 'General Journal Entry' window. The Date is 07/31/2001 and the Entry No. is AJE-OBE. The 'Account' column dropdown menu is open, showing a list of accounts. The account 'xxxxxx · Opening Bal Equity' is selected, which is categorized as 'Equity'.

Account	Debit	Credit	Memo	Name	Class
xxxxxx · Opening Bal Equity					Equity

## STARTING OUT

### Preparation / Opening Balance Equity / Print Reports

- The same amount you entered on the line above should already be in the Credit column. This is exactly where it should be.
- Tab to the **Memo** column. Type in **Close OBE**.

The screenshot shows the 'General Journal Entry' window. At the top, there's a title bar with 'How Do I?' and window controls. Below the title bar, there are fields for 'Date' (07/31/2001) and 'Entry No.' (AJE-OBE). To the right of these fields are buttons for 'Prey', 'Next', 'OK', and 'Cancel'. Below the fields is a table with columns: Account, Debit, Credit, Memo, Name, and Class. The table contains one entry: '\*\*\*\*\* Opening' in the Account column, '10,000.00' in the Debit column, '10,000.00' in the Credit column, and 'Close OBE' in the Memo column. The Name and Class columns are empty.

Account	Debit	Credit	Memo	Name	Class
***** Opening	10,000.00	10,000.00	Close OBE		

- Click on the **OK** to record the transaction.

This screenshot is identical to the previous one, but with a mouse cursor pointing at the 'OK' button, which has a green checkmark icon.

Account	Debit	Credit	Memo	Name	Class
***** Opening	10,000.00	10,000.00	Close OBE		

- Check the **Opening Bal Equity** account in your **Chart of Accounts** to verify the amount is now \$0.00.

#### 4. Print Reports from the Old Data File

In order to get the **New Data File Template** updated with current balances, data from reports in the old file will be used.

**IMPORTANT NOTE:** If any changes are made to the **Old Data File** after these reports are generated and printed, you must go back and create/print new reports.

#### Trial Balance

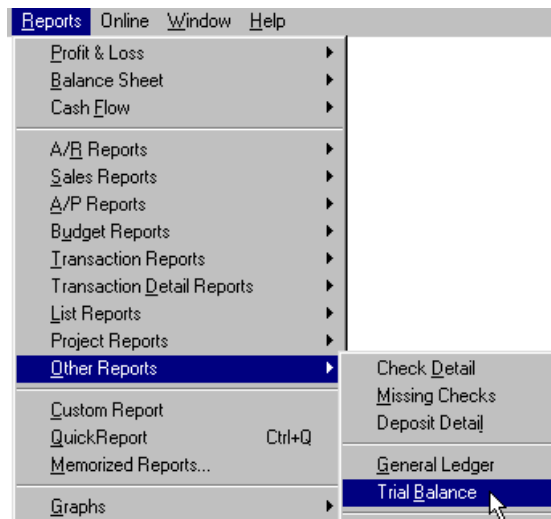
In traditional accounting, a **Trial Balance** is a document that adds up all the debits and credits so that mistakes can be traced if debits don't equal credits. In the setup of your **New CS Data File**, a **Trial Balance Report** from the **Old Data File** is used to determine the opening balances of your accounts and ensure that the debits and credits of those opening balances are equal.

## STARTING OUT

### Preparation / Print Reports

To Generate and Print a Trial Balance from the Old Data File:

- From the menu bar, choose the **Reports** menu.
- Choose **Other Reports** and **Trial Balance**.



- The default date range for this report is **This Month-to-date**; this information is shown at the top of the report and also contains the exact **From** and **To** dates.
- Highlight the date in the **From** field and delete the date. Hit the **tab** key on your keyboard to move the cursor to the **To** field. If you are choosing a **Start Date** that is any date OTHER than Oct 1st, enter the day before your **Start Date** in that field and hit the **Tab** key again to refresh the report information. If you are choosing a **Start Date** of October 1, enter October 1 in this field. This is critical!
- Review the report to make sure that all balances are correct. Ensure that the total debits and credits at the end of the report equal.

 A screenshot of the 'Trial Balance' report window. The window title is 'Trial Balance'. At the top, there is a toolbar with buttons: 'Customize...', 'Filters..', 'Format...', 'Header/Footer...', 'Hide Header', 'Collapse', 'Print...', 'Memorize...', 'Excel...', and 'Refresh'. Below the toolbar, there is a 'Dates' section with a dropdown menu set to 'Custom'. The 'From' field is empty, and the 'To' field contains '07/31/2001'. A red circle highlights the 'From' and 'To' fields. Below this, the report content is displayed. It starts with '#Base#-Chaplain Service Fund' and '07/08/01'. The main title is 'Trial Balance' followed by 'As of July 31, 2001'. At the bottom right, there is a summary line for 'Jul 31, '01' with columns for 'Debit' and 'Credit'.

- Print the report by clicking the **Print** button at the top of the report.

 A screenshot of the 'Trial Balance' report window, identical to the one above. In this version, a red circle highlights the 'Print...' button in the toolbar at the top of the window. The rest of the window content, including the date range and report title, remains the same.

## STARTING OUT

## Preparation / Print Reports

### Income & Expenses by Denomination

It is important to have data for income and expenses tracked by denomination. Two possible methods of tracking this financial information in the **Old Data File** are considered here.

- Using sub-accounts to designate each denomination. The user would have added these.
- Using Classes to identify the denomination. Classes for each denomination were part of the previous data file template.

**IMPORTANT NOTE:** If you choose a **Start Date** of October 1, 2001, this is the beginning of your **Fiscal Year** and you should skip this report. No Income or Expense Opening Balances will need to be entered, as those amounts are \$0.00 as of October 1<sup>st</sup>.

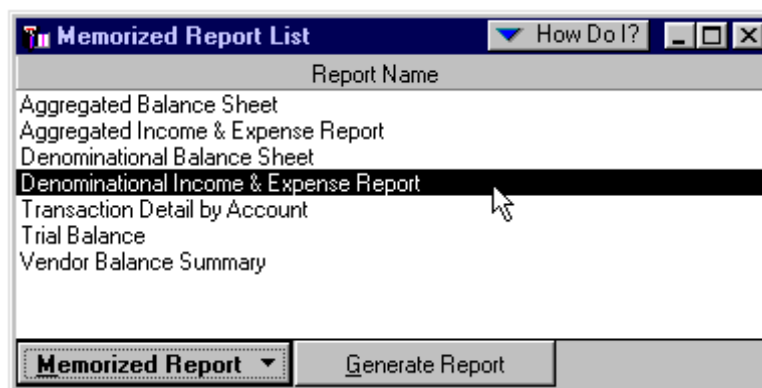
Review the **Trial Balance Report** you have just created. If income and expenses were tracked by denomination with sub-accounts, those sub-accounts will show on this report. If **Classes** were used in **ANY** transactions in this data file, you must also generate the **Denominational Income & Expense Report**, described next. If **Classes** were never used on any transactions in this data file you can skip the next report and go to the **Vendor Balance Detail Report**. If you are not sure, continue generating all the reports.

### Denominational Income & Expense Report

This report will identify income and expenses by the denominations that they were tracked to using **Classes**. This report will only be available if you were using the data file template distributed last year for QuickBooks 99. Also, if you are using a **Start Date** of October 1, it is not necessary to run this report.

**To Generate and Print a Denominational Income & Expense Report from the Old Data File:**

- Open the **Memorized Reports** list.
- Select the **Denominational Income & Expense Report**.



- The default date is set for **This Fiscal Year-to-date**. Make sure that the **To** date is set to the day before your **Start Date**.
- Review the information and verify that the **Unclassified** column is **NOT** on the report. (It will be the column to the left of the **Total** column.)

6-General	Unclassified	TOTAL
0.00	0.00	2,500.00
0.00	0.00	300.00
0.00	0.00	422.00
0.00	0.00	52.00
0.00	0.00	3,274.00

## STARTING OUT

## Preparation / Print Reports

- If the **Unclassified** column is appearing, this means that there are transactions or items in transactions in the data file that have not been classed. Locate the amounts under **Unclassified** and zoom in on those transactions to add the appropriate **Class** to the transactions.

6-General	Unclassified	TOTAL
0.00	0.00	379.00
0.00	0.00	111.43
0.00	0.00	874.50
537.00	0.00	537.00
0.00	0.00	332.00
0.00	0.00	124.50
537.00	0.00	3,358.43
120.00	0.00	120.00
0.00	0.00	300.00
120.00	0.00	420.00
0.00	550.00	550.00
0.00	0.00	100.00
0.00	550.00	650.00

Transaction Detail By Account									
Customize... Filters... Format... Header/Footer... Hide Header Print... Memorize... Excel... Refresh									
Dates: This Fiscal Year-to-date From: 01/01/2001 To: 07/26/2001 Total By: Account list									
#Base#-Chaplain Service Fund									
Transaction Detail By Account									
January 1 through July 26, 2001									
Type	Date	Item	Name	Memo	Class	Clr	Split	Amount	Balance
6200 - Pastoral Visitation									
6210 - Pastoral Literature									
Bill	03/31/2001		Care Notes		2000 - Accou...			550.00	550.00
Total 6210 - Pastoral Literature								550.00	550.00
Total 6200 - Pastoral Visitation								550.00	550.00
TOTAL								550.00	550.00

<b>Expenses</b>	<b>\$550.00</b>	<b>Items</b>	<b>\$0.00</b>
Account	Amount	Memo	Customer:Job
6200 - Pastoral Visita	550.00		
			Class
			6-General
			< Add New >
			1-Catholic
			2-Jewish
			3-Muslim
			4-Orthodox
			5-Protestant
			✓ 6-General

## STARTING OUT

## Preparation / Print Reports

- After all transactions have been modified using **Class**, the **Unclassified** column will not appear on the report.

	1-Catholic	2-Jewish	5-Protestant	6-General	TOTAL
<b>Contributions</b>					
	0.00	0.00	2,500.00	0.00	2,500.00
	0.00	0.00	300.00	0.00	300.00
	0.00	0.00	422.00	0.00	422.00
	0.00	0.00	52.00	0.00	52.00
	0.00	0.00	3,274.00	0.00	3,274.00
<b>Advances</b>					
	500.00	0.00	500.00	0.00	1,000.00
	0.00	0.00	379.00	0.00	379.00
	75.43	0.00	36.00	0.00	111.43

- Print the report.

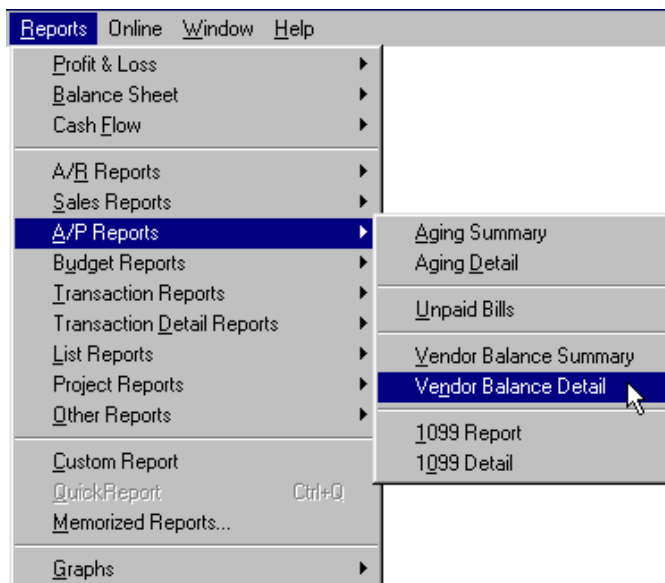
### Vendor Balance Detail Report

A **Vendor Balance Detail Report** will be used for entering the balances for each vendor that you owe money to as of the Start Date. Each vendor opening balance entered will accumulate the **Accounts Payable** balance in the **New CS Data File**.

**NOTE:** If there is no amount showing on your **Trial Balance Report** for **Accounts Payable**, the **Vendor Balance Detail Report** will not have any data and there is no need to run it.

**To Generate and Print a Vendor Balance Detail Report from the Old Data File:**

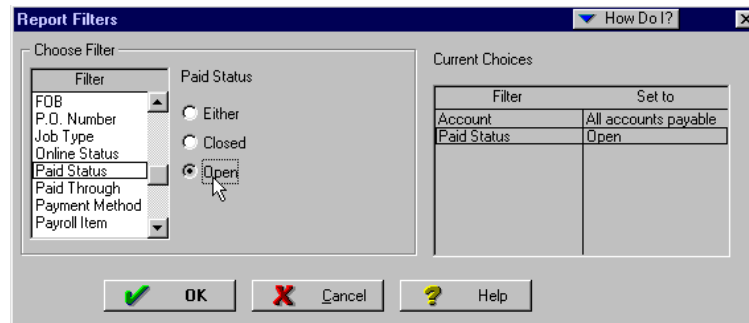
- From the menu bar, select **Reports**, choose **A/P Reports** and select **Vendor Balance Detail**.



## STARTING OUT

### Preparation / Print Reports

- The default date range for this report is **All**; this means that the information on the report includes all vendor bills.
- Restrict the report to show only the open (unpaid) bills by selecting **Filters** in the upper left corner of the report.
- Select **Paid Status** in the **Filter** window on the left and then choose **Open** in the center of the window. Click **OK**.



- Review the report to make sure that all vendor balances are correct.
- Print the report by clicking the **Print** button at the top of the report.



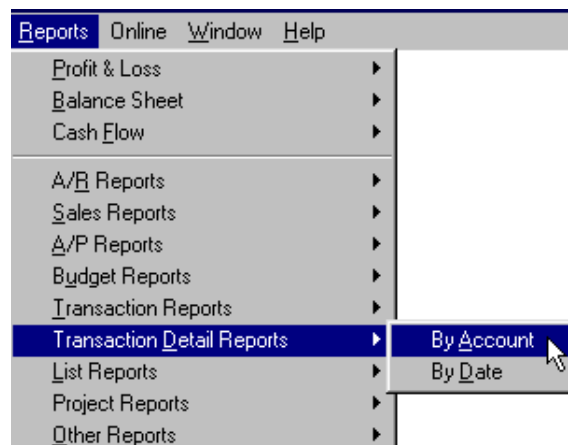
### Transaction Detail by Account Report - Uncleared Transactions

This report will provide the list of checks and deposits that have not cleared the bank. In order for this report to be accurate, the checking, savings, and credit card accounts must have been reconciled with the previous bank statement.

**NOTE:** If the bank or credit card account/s are not reconciled or have never been reconciled in QuickBooks, you will need to manually determine what the **uncleared transactions** are and list them by hand. This information will be available in the manual records that have been maintained for the account and all the previous bank statements.

### To Generate and Print an Uncleared Transaction Report from the Old Data File:

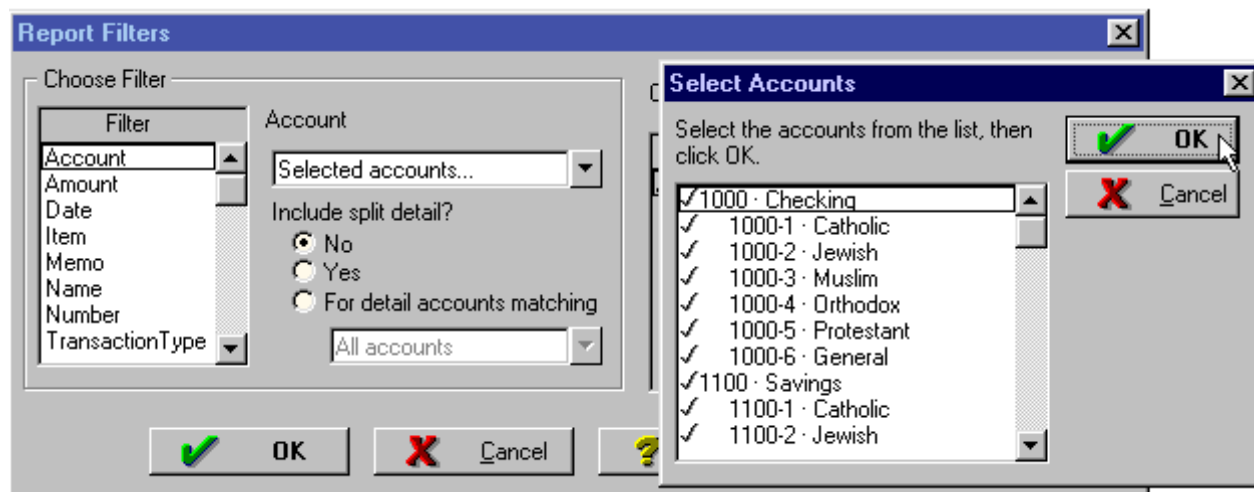
- From the menu bar, select **Reports**, choose **Transaction Detail Reports** and select **By Account**.



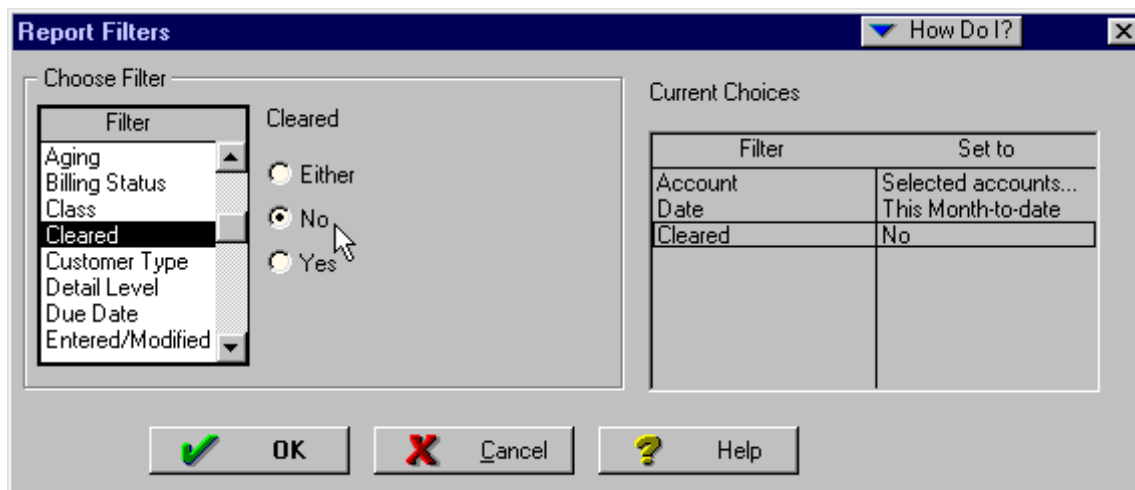
## STARTING OUT

### Preparation / Print Reports

- Change the date range for this report to **All**.
- Select **Filters** at the top left of the report. The window **Filters** window will open with **Account** highlighted.
- In the center of the window click on the drop-down menu for **Account** and select **Selected accounts**. Chose all the bank and credit card accounts by putting a check mark in the left column of each. Click **OK**. Only the accounts selected here will appear on the report.



- In the **Filter** box, scroll down and chose **Cleared**. Select **No** in the center of the window and click **OK**. Now only the uncleared transactions will show on the report.



- Review the report to make sure that all the uncleared transactions are showing.
- Print the report by clicking the **Print** button at the top of the report.



### #Base#-Chaplain Service Fund Transaction Detail by Account



## STARTING OUT

## Preparation / Bank & Credit Card / Export Lists

### 5. Bank Account & Credit Card Information

In order to get all bank and credit card accounts set up properly in your **New CS Data File** it is necessary to have the following information:

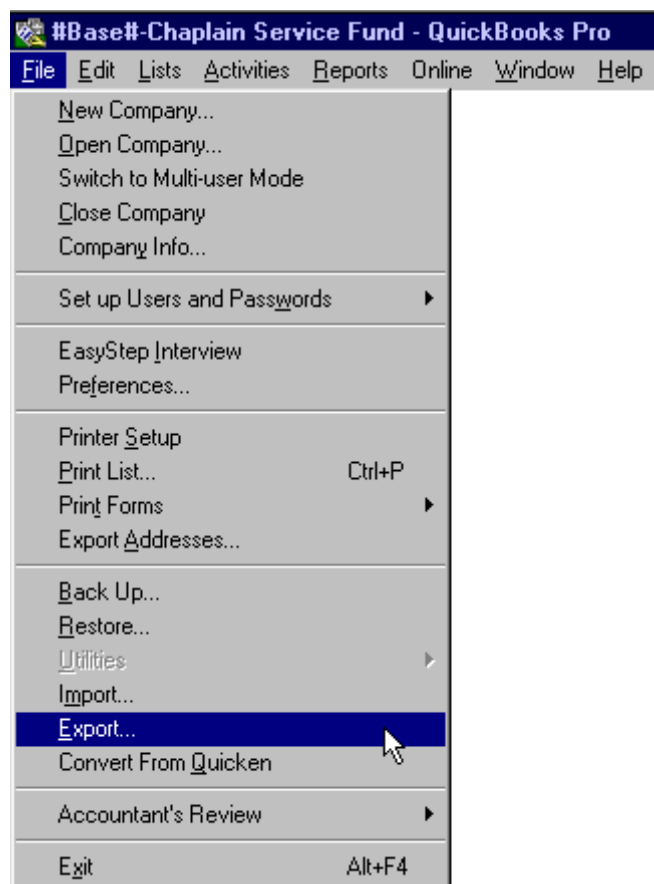
- Last bank and/or credit card statement prior to your starting point.
- List of all checks, withdrawals, transfers, charges, payments, and deposits that have not cleared the bank as of this last statement. This information was generated in the previous step with the **Transaction Detail by Account Report** showing all the uncleared transactions.

### 6. Export Lists

In order to get the **New CS Data File** updated with the lists from the **Old Data File**, lists will be exported.

#### To Export Lists:

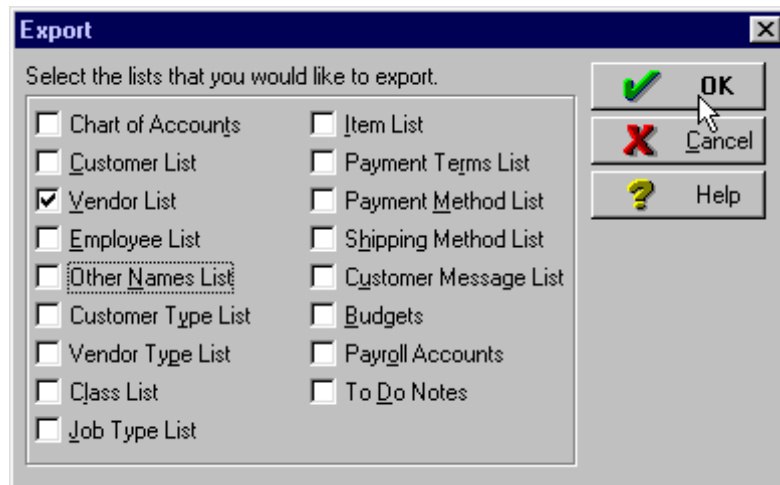
- From your **Old Data File**, click **File** from the menu bar and choose **Export** to display the **Export** window.



## STARTING OUT

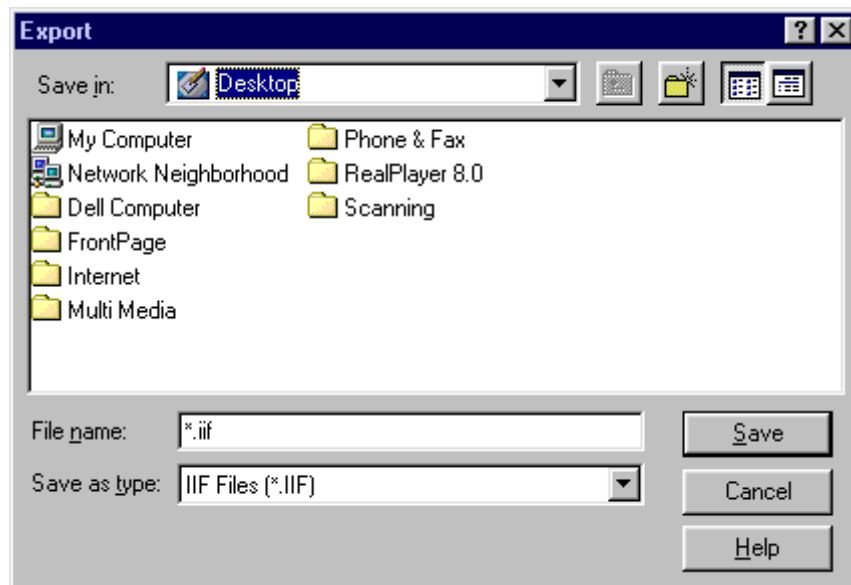
### Preparation / Export Lists

- Select the vendor and other names list you want to export by checking the box next to the name of the list. When finished click **OK**.



**NOTE:** Do not export the **Chart of Accounts** or **Class List**. The **ONLY** lists that should be exported are the **Vendor** and **Other Names** lists.

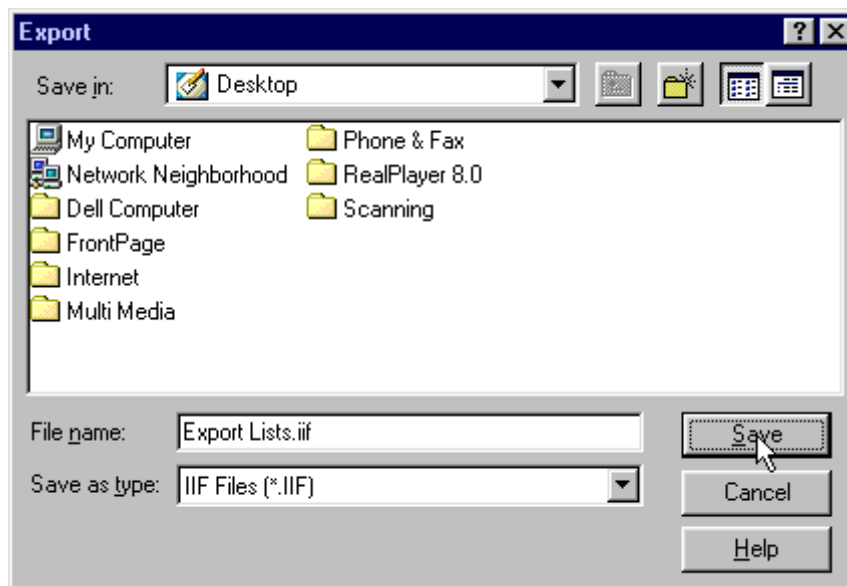
- A second **Export** window will appear this is where the location is specified in which to save the export file containing the lists that have been selected.
- In the **Save in** field, change the location to **Desktop**.



## STARTING OUT

### Preparation / Export Lists / Back Up & Rename

- In the field labeled **File name**, the current name listed will be \*.IIF. Change the name to **Export Lists** and click **Save**. You will now have a new icon on your desktop labeled **Export Lists.iif** that will later be imported during the setup of the **New CS Data File**.



## 7. Backing Up & Renaming the Old Data File

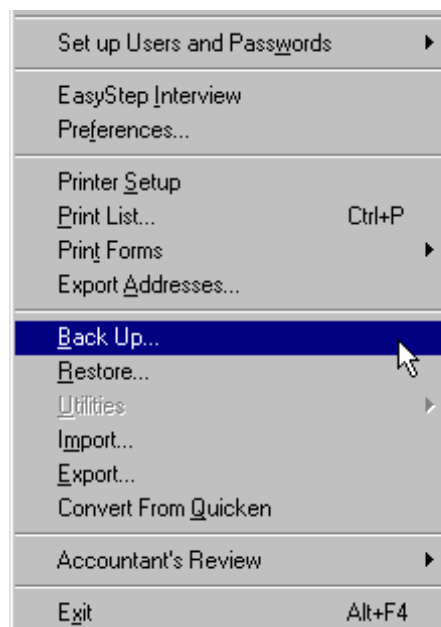
Backing up and renaming the **Old Data File** is the last step in using the previous version of QuickBooks and preparing the information needed to begin using the **New CS Data File**.

### Backing Up

The **Old Data File** will be kept on the computer's hard drive for possible future use. It is also very important to keep a separate copy on removable media in the event of losing the data on the hard drive.

#### To Back Up Your Data File:

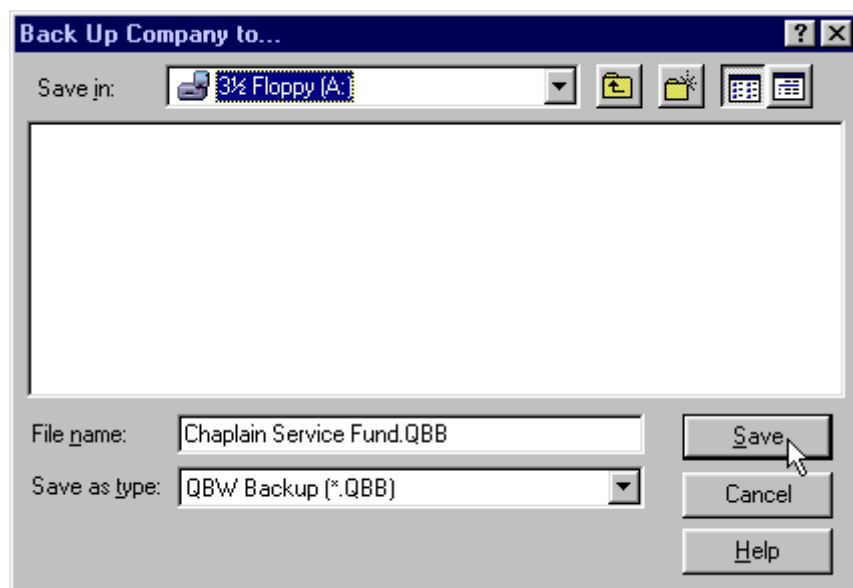
- From the **File** menu, select **Back Up** to display the **Backup Company To** window.



## STARTING OUT

### Preparation / Back Up & Rename

- If you are backing up the file on a 3½-inch disk, zip disk or CD, label it appropriately and insert the disk. Change the suggested location for the file in the **Location** field to the location of the disk drive.
- Confirm the file name is correct in the **Name** field.
- Click the **Save** button.

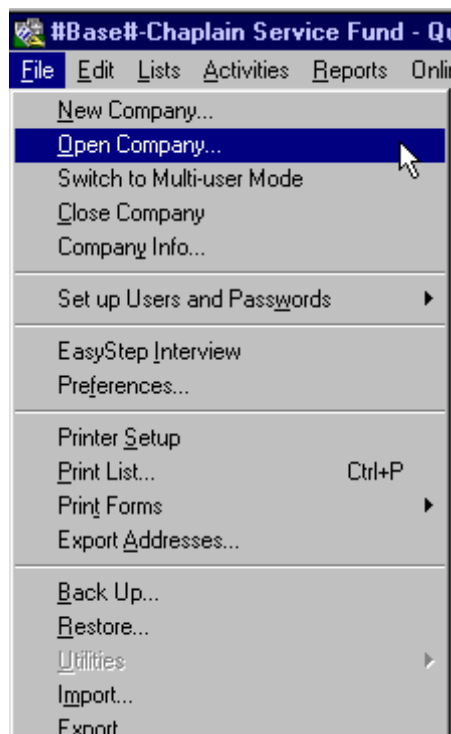


### Renaming

The **Old Data File** also will be renamed to avoid possible confusion from having multiple files of the same name and to clearly identify it.

#### To Rename the Old Data File:

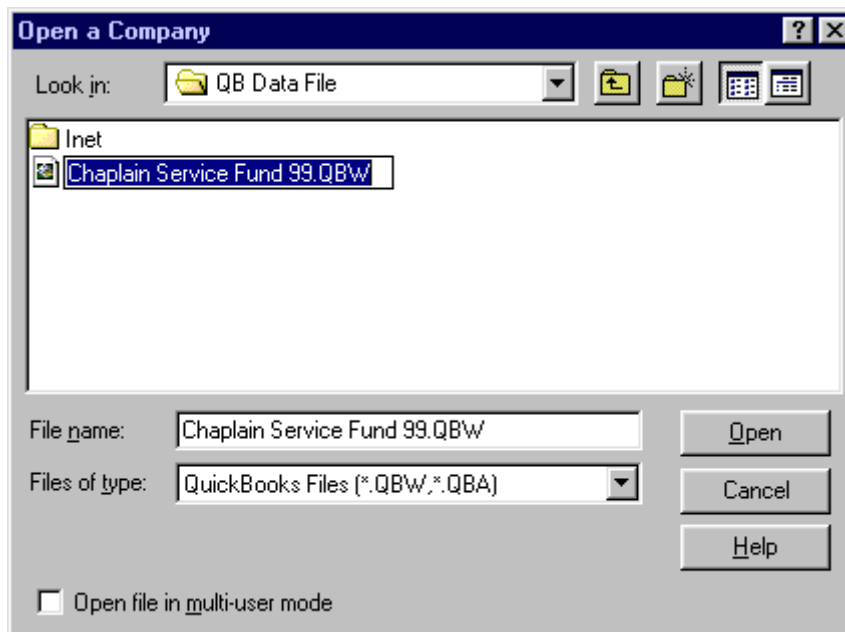
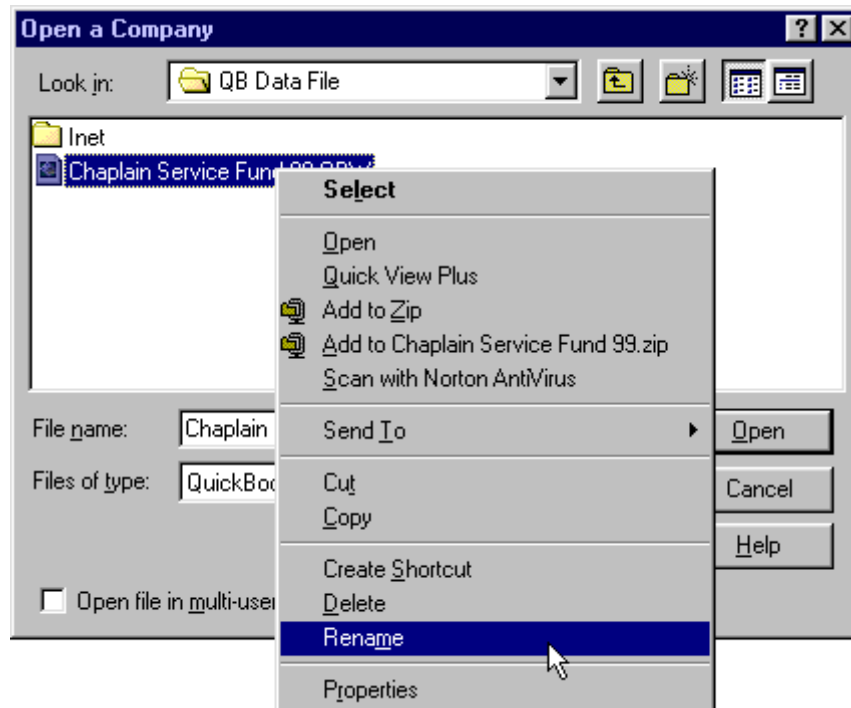
- From within the old data file, choose **File** and click **Open Company** to display the **Open a Company** window.



## STARTING OUT

### Preparation / Back Up & Rename

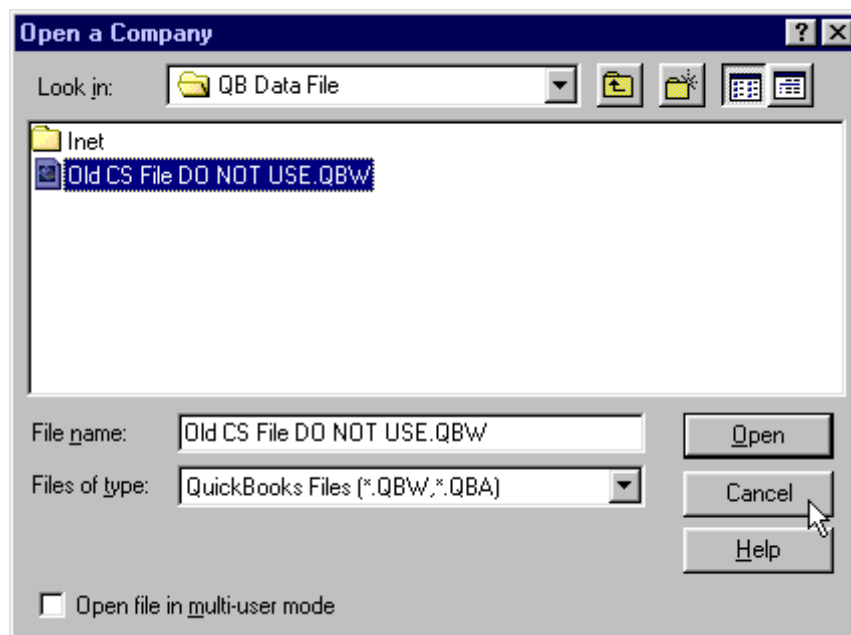
- In this window, the name of the existing file should display; right click the file and from the menu, choose **Rename**.



## STARTING OUT

### Preparation / Back Up & Rename

- Rename the file to **Old CS File DO NOT USE.QBW** and hit the Enter key on the keyboard to record the change. Be sure to include the extension (.QBW).

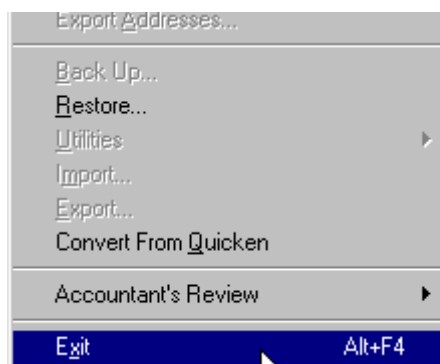


- Click Cancel on the Open Company window. This will close the existing file and should display the **There is no company file open** screen.

### There is no company file open.

- To create a new company, select New from the File menu.
- To open an existing company, select Open from the File menu.

- Exit QuickBooks.



## STARTING OUT

### Installing QuickBooks / System Requirements / Installation

#### Installing QuickBooks Pro 2001

QuickBooks Pro 2001 will be installed, by default, to the current QuickBooks directory being used. This location is part of the standard (Express) installation and should not be changed. Make sure that your computer meets the minimum requirements before installing.

#### System Requirements

- 100% IBM compatible Pentium Processor; Pentium 200 MHz is recommended.
- 32 MB (megabytes) of RAM (random access memory) minimum; 64 MB is recommended.
- VGA or SVGA video or better, capable of 256 colors. We recommend a monitor display of 800 X 600.
- 85 MB of free hard disk space.
- 55 MB additional for Internet Explorer 5.5.
- Runs on either Windows NT 4.0 or higher with Service Pack 3 or higher or Window 95 or higher.
- Internet access with a connection of 28.8 or higher required for online services.
- Works with any printer supported by Windows 95/98/ME or Windows NT 4.0 or higher.
- Multi-user (2-5 users) requires Windows 95/98/NT (peer to peer network) Windows NT Server, or Novel NetWare network.
- Integration with Microsoft Word™ and Microsoft Excel™ requires Microsoft Word™ and Microsoft Excel™ 97 or higher.
- 2x CD-Rom or better.

#### Installation

**To use QuickBooks 2001, you must have Microsoft Internet Explorer 5.5 (or higher) installed on your computer.** If you do not have any version of Microsoft Internet Explorer on your system, the QuickBooks Setup program will install Microsoft Internet Explorer 5.5. If you have an earlier version of Microsoft Internet Explorer currently installed, Setup will replace it with Microsoft Internet Explorer 5.5.

**Note:** If you have any browsers other than Microsoft Internet Explorer, the installation of Microsoft Internet Explorer 5.5 will not affect your other browsers or their settings and preferences.

#### First Step – Close All Programs:

- **Use the Task List/Bar to close programs that are currently running**

The Task Bar in Windows 95, 98, and NT is the bar on your desktop that has the Start button on it. Buttons representing running programs appear on this bar. To close a program listed on the Task Bar, restore it by clicking on the program's button and exit as you normally would. You may also right click the program's button and choose the Close option.



- **Close Virus**

#### Protection programs

Locate the Virus Protection software icon in the Windows task bar. Right click on the icon and select exit. (An alternative method is to press Ctrl-Alt-Delete, locate the Virus Protection program running in the Close Program window and click End Task.)

## STARTING OUT

### Installing QuickBooks Pro 2001 / Installation

#### To Install QuickBooks:

- Insert the **QuickBooks Pro CD-ROM** in your computer's CD-ROM drive.
- For installing QuickBooks 2001 over QuickBooks 99, the installer asks if you want to install QuickBooks.
- Click **Yes**.
- If installation does not start automatically, from the **Start** menu in Windows, choose **Settings**, and then **Control Panel**. Choose **Add/Remove Programs** and click **Install**.





## STARTING OUT

### Installing QuickBooks Pro 2001 / Installation

- In the **Welcome** window, enter the **Installation Key Code** located on the orange sticker on the back of the CD-ROM envelope.

**Important:** Place one Installation Key Code sticker from the CD envelope inside the front cover of the printed *QuickBooks Reference Guide* where you'll be able to locate it later.

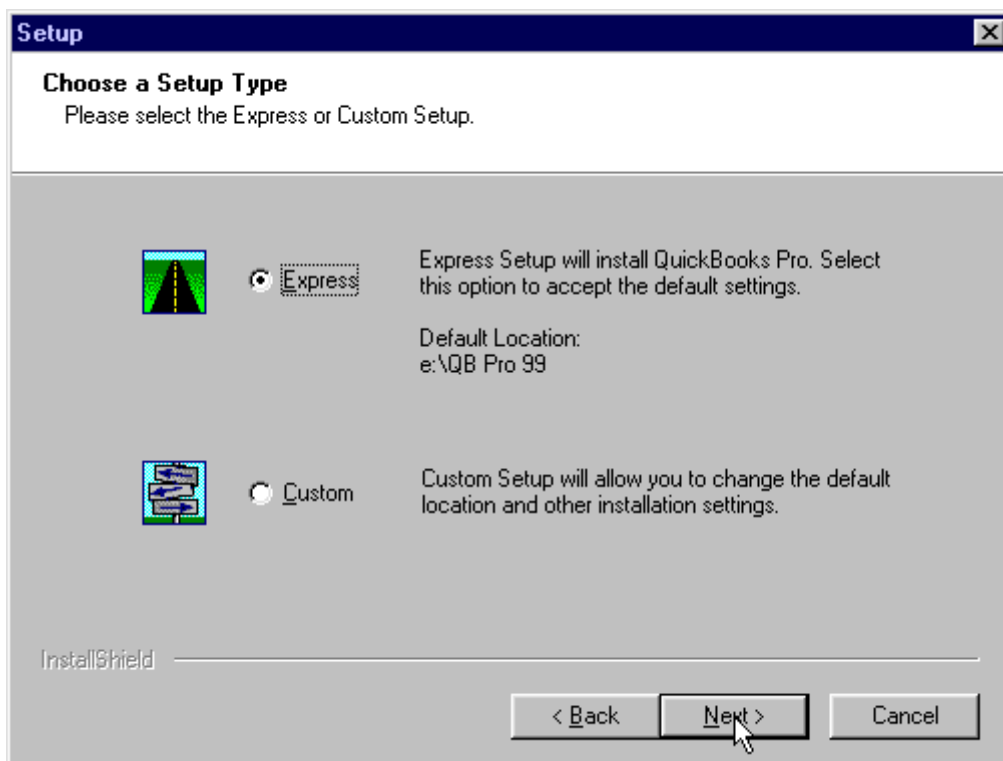


■ **NOTE:** If this key code is missing or illegible, call QuickBooks at **1-888-320-7276**, Monday – Friday, 4 am - 5 pm Pacific time. **DO NOT** purchase any Support Plan – the Chaplain Service has a Technical Support Plan in place through **QUICKPRO CONSULTING**.

## STARTING OUT

### Installing QuickBooks Pro 2001 / Installation

- In the **Setup Type** window, choose **Express Setup**; this will install QuickBooks to the default location and program group, which will overwrite your last installed version of QuickBooks. It will also install Microsoft Internet Explorer 5.5 if it is not already on your computer. After choosing **Express setup**, click **Next**.



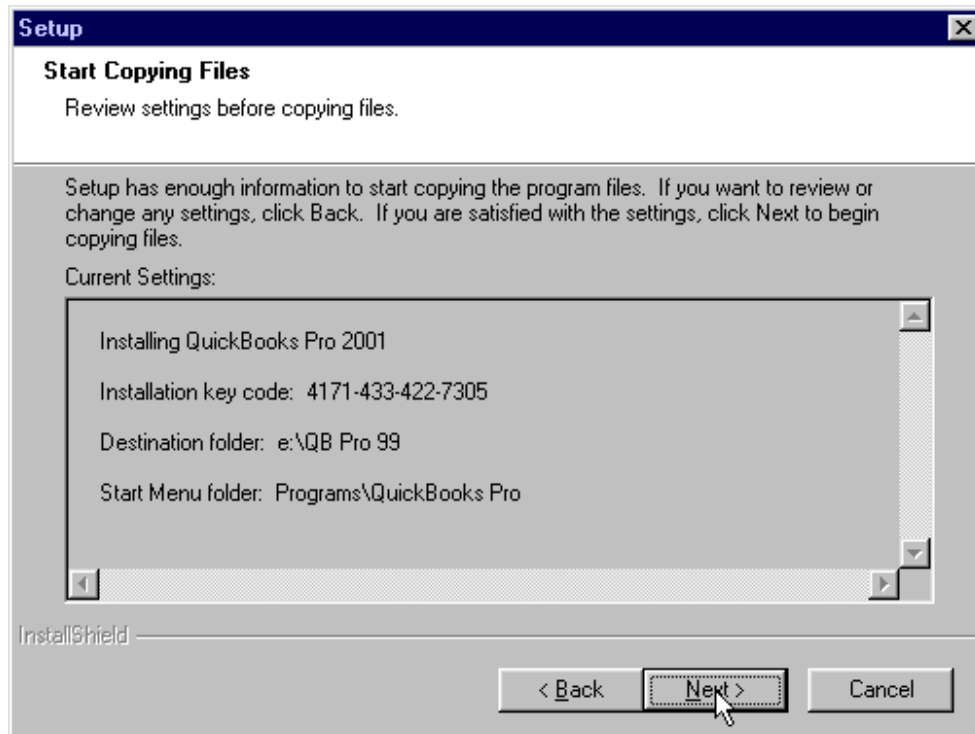
**NOTE:** The location listed in this window is the directory that QuickBooks will be installed to, write that location in the **Starting Out Worksheet**.

- In the **License Agreement** window, choose **Accept** and click **Next**. You are asked to accept two license agreements before you can continue if Internet Explorer 5.5 is not already installed. You must click **Accept** to continue with installation.

## STARTING OUT

### Installing QuickBooks Pro 2001 / Installation

- When the **Copying Files** window appears, review the settings. If any settings are incorrect, go back to the **Setup Type** window and choose **Custom setup** so that you can make different choices. If you are satisfied with the settings, click **Next**. QuickBooks installer will begin copying files.



- Once installation is complete, you will need to restart your computer before you can run QuickBooks.



## STARTING OUT

### Installing QuickBooks Pro 2001 / Product Updates

**Important:** If you have trouble with installation, call **QUICKPRO CONSULTING** at **1-800-641-0955**.

#### QuickBooks Product Updates

Intuit creates a product update when new features and maintenance release are available for QuickBooks. To ensure that your program is up-to-date, click the following link to the QuickBooks.com update to download the latest maintenance release available: <http://www.quickbooks.com/support/updates.html>

### QuickBooks Product Updates

Intuit creates a maintenance release when improvements in the way QuickBooks works are implemented, or when problems with the software are discovered and fixed.

Click the appropriate link below for information on the latest release for your version of QuickBooks. You will find instructions for downloading the release and details about what is included.

For customers who are unable use the QuickBooks Update feature in later versions of QuickBooks, we also provide information for downloading the latest release manually.

#### Windows

#### Macintosh

[QuickBooks and QuickBooks Pro 2001](#)

[QuickBooks Pro 4.0](#)

#### To Update QuickBooks:

- From this update web page, select the option for **QuickBooks and QuickBooks Pro 2001 updates**.
- The following web page shows the latest update available for your particular version of QuickBooks. Select the **manual update** option.

### QuickBooks Product Updates

#### QuickBooks and QuickBooks Pro 2001 for Windows Product Updates

QuickBooks 2001 provides automatic background downloading of new product releases. When you are online, QuickBooks periodically checks to see if there is a new update available. If there is one, it is downloaded and will be installed the next time you exit QuickBooks. If you experience problems with the automatic update, [a manual update](#) is available. The most current update is Release 3(R3). For specific details about QuickBooks 2001 releases, see:

## STARTING OUT

### Installing QuickBooks Pro 2001 / Product Updates

- The next page will provide the download link.

## QuickBooks Product Updates

### QuickBooks 2001 and QuickBooks Pro 2001 for Windows R3 Manual Download

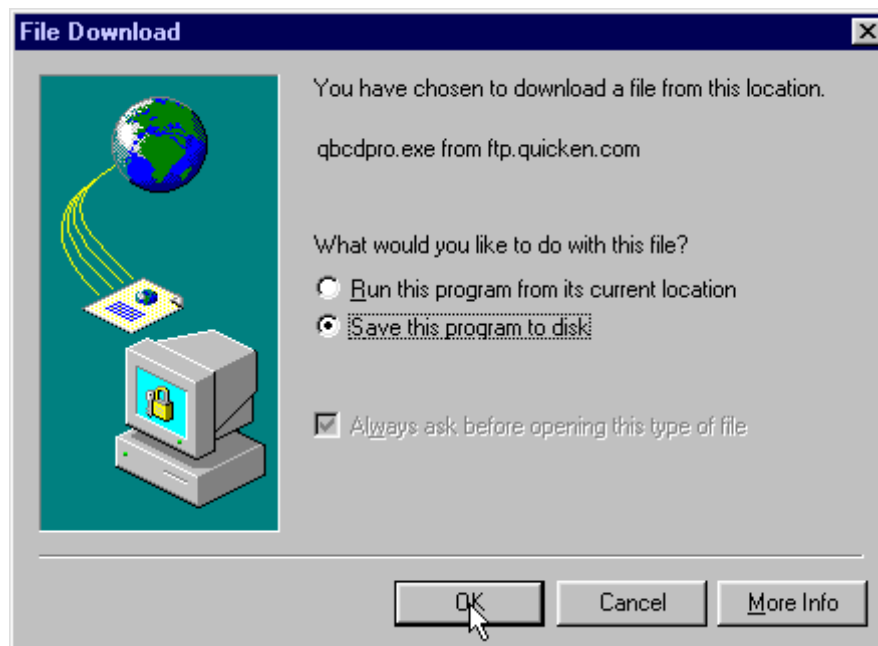
**Trial Version:** Please do not use this method if you are using the Trial Version of QuickBooks or QuickBooks Pro.

- Download the appropriate update file, saving it to a convenient location on your hard drive.

If you have...	Download
QuickBooks 2001	<a href="#">qbcdstd.exe</a> (1.9 MB)
QuickBooks Pro 2001	<a href="#">qbcdpro.exe</a> (1.9 MB)

**Important:** The downloaded file must be named exactly as shown in the table above. You will not be able to update QuickBooks 2001 if the file is named differently.

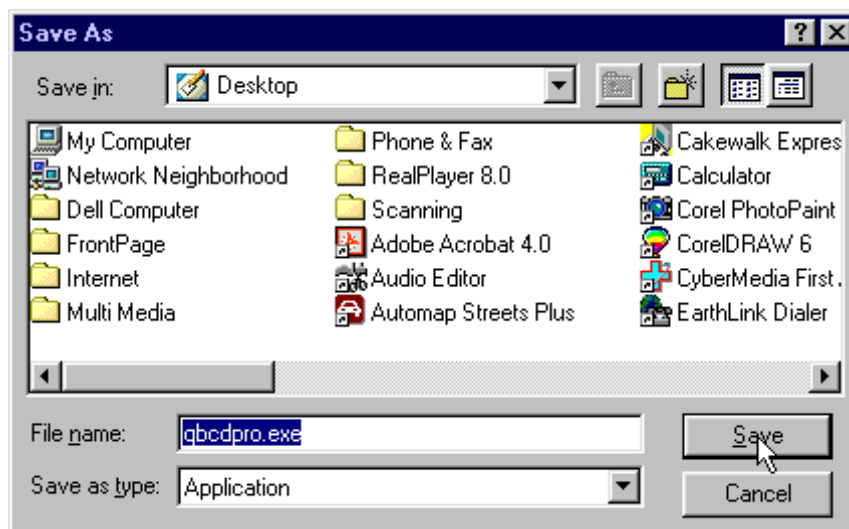
- Download the QuickBooks Pro 2001 update file, saving it to your **desktop**.



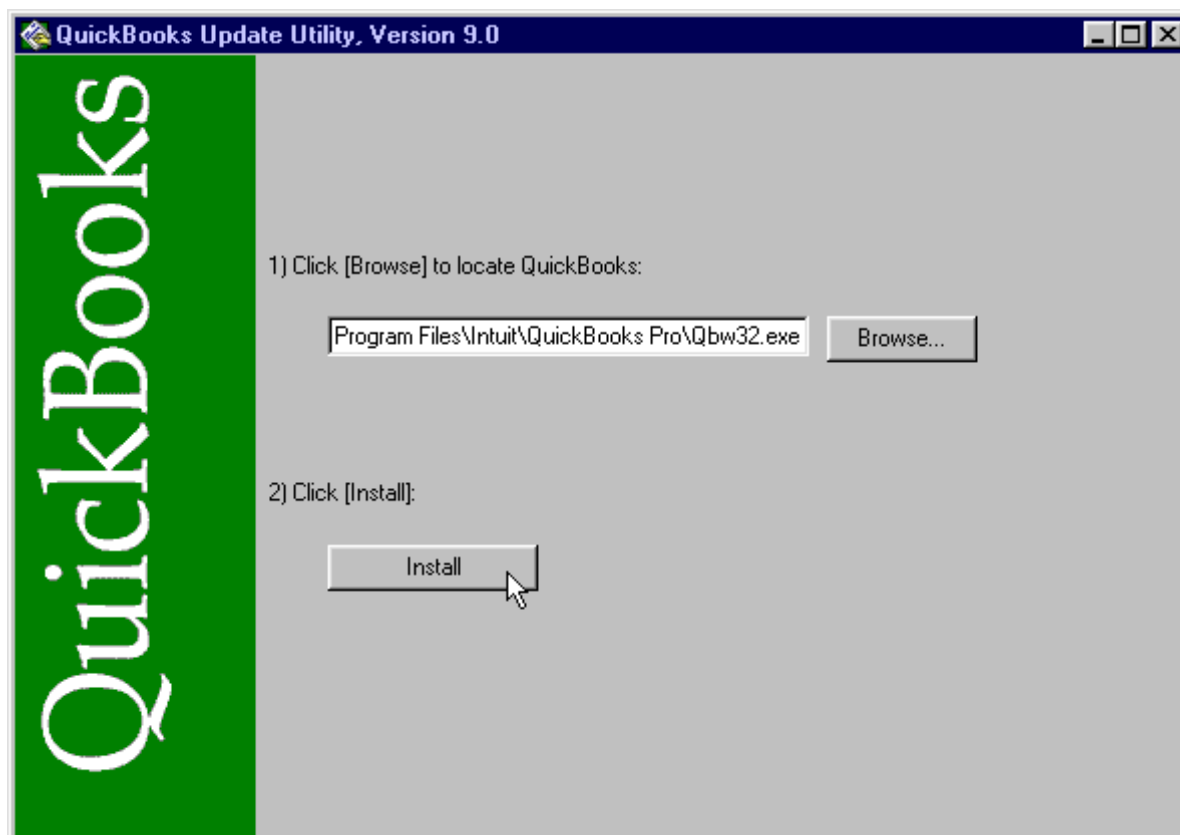
**NOTE:** The downloaded file must be named exactly as shown in the table on the web page. You will not be able to update QuickBooks 2001 if the file is named differently.

## STARTING OUT

### Installing QuickBooks Pro 2001 / Product Updates



- Make sure QuickBooks is closed.
- Double-click the update file on your desktop.
- From the **Install** window, set the **Browse** field to your QuickBooks directory.
- Click **Install**.



## STARTING OUT

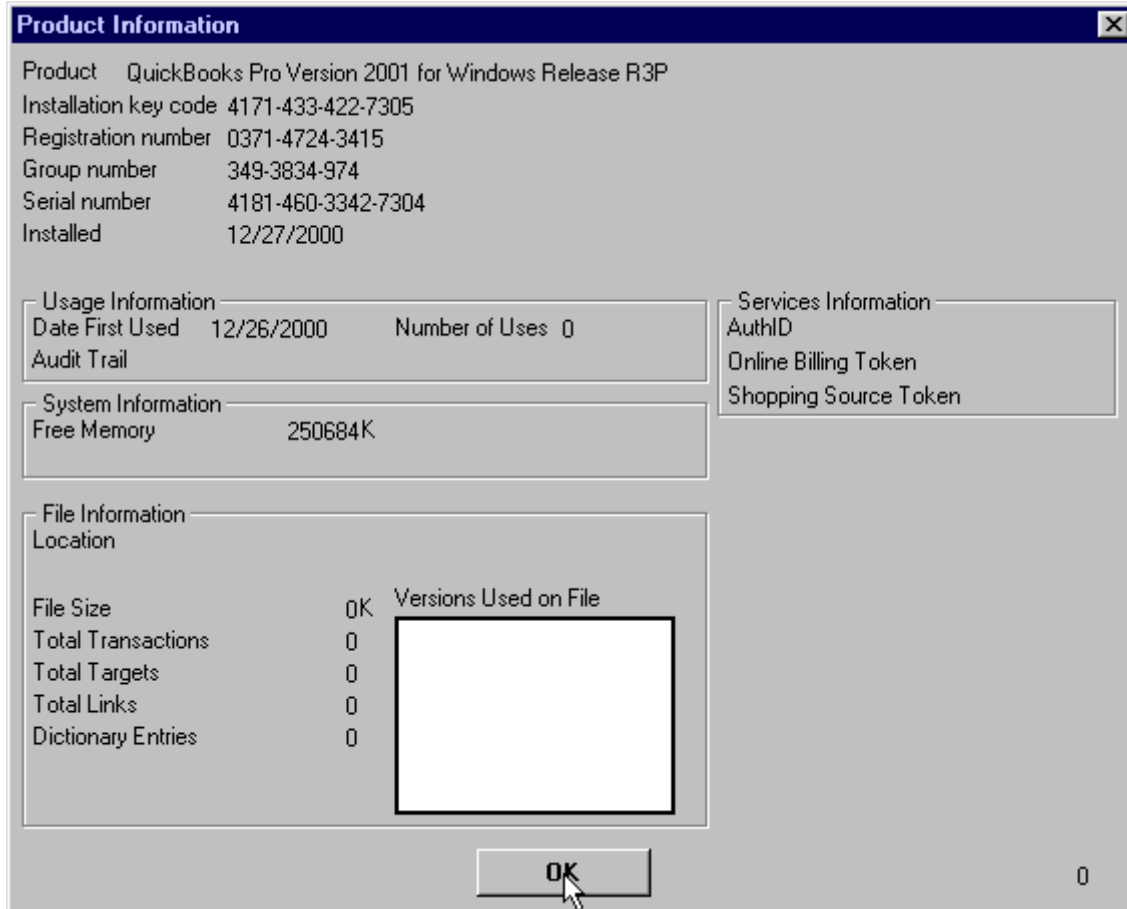
### Installing QuickBooks Pro 2001 / Product Updates



- When installation is complete, restart your computer.

#### To Check the Current Release:

- With QuickBooks open, hold down the **CTRL** key and press the number **1** (CTRL+1). Use the number one key at the top of your keyboard rather than the one on the number pad to the right.
- QuickBooks will display a **Product Information** window. The first line of the **Product Information** window gives the QuickBooks product followed by the release.



- Using the link provided above, you can check periodically to see if there are any newer updates to the program than what you have and download updates as necessary following the above instructions.



## STARTING OUT

### Installing QuickBooks Pro 2001 / Multi-User Setup

#### Multi-User Setup (Optional)

##### Network Requirements

It is recommended that you have the latest Service Pack or update for your operating system or network software.

**NOTE:** If your computers are using Microsoft Windows 2000, users must have at least Standard user (Power Users Group) rights. Users who only have Restricted user (Users Group) access do not have the operating system rights to write to the registry keys and will NOT be able to use QuickBooks.

##### How Multi-User Ready QuickBooks Pro Works

Using QuickBooks Pro on a network is basically the same as using QuickBooks Pro on a single computer, with a few exceptions. For most of the tasks you perform everyday, up to five users can access the data file at the same time. When users are allowed to work simultaneously in the company file, the file is in *multi-user mode*.

However, there are some activities in QuickBooks Pro that allow only one person at a time to be in the data file. These activities require the file to be in *single-user mode*. In this mode, other users must close the company file on their computer. Then the person, who wants to perform the activity, must switch the file to single-user mode. After finishing the activity, the person switches back to multi-user mode and then the others may open the file and continue working as before.

##### Single-Mode Activities:

- Setting up a new data file.
- File operations such as backing up, condensing, or exporting data.
- Some types of changes to lists.
- Activities involving an Accountant's Review Copy.

**NOTE:** In a multi-user environment, all users must have the same version of QuickBooks Pro. Once you've installed this version and updated the data file, other users who use older versions of QuickBooks Pro will be unable to open the data file.

##### Setting up the Multi-User Environment:

- Make sure you have your computers properly networked. Please refer to your networking software documentation or network technician for instructions.
- Install QuickBooks Pro 2001 on each of the computers you're working with.
- Choose a location for the **New CS Data File**. Be sure each user has read/write access and create/delete rights to the directory on the computer that will host the new file.
- When the location of the file is decided, create a folder in that location called **Qbdata**. This folder will be shared with all computers on the network so that they can map to this location for sharing the **New CS Data File**.

**NOTE:** QuickBooks Pro 2001 is provided in a 5-Copy Value Pack. For multi-user installation, the same CD and key code is used for each installation. For complete installation instructions, be sure to read **System Requirements** and **Installation**.



## STARTING OUT

### Installing QuickBooks Pro 2001 / Multi-User Setup

#### To Share a Folder with Other Computers in Windows:

**NOTE:** These directions may vary depending on what version of Windows you are using.

- In **Windows Explorer**, locate the **Qbdata** folder you want to share, right click it, and then from the pop-up menu, choose **Sharing**.
- At the top of the **Qbdata Properties** window, click the **Sharing** tab, and then click the **Shared As:** option.
- On the line **Share Name**, enter **Qbdata**.
- Under **Access Type**, choose **Full** and (if desired) **Depends on Password**, and then in the field at the bottom, enter the **Full Access Password** (you will be asked to verify this).
- Click **OK**.
- Now you will see the **hand** that appears to be holding the folder **Qbdata** in your **Explorer** window.

**NOTE:** It is very important that when accessing QuickBooks in a network environment that the data file is accessed through a mapped network drive and not through Network Neighborhood.

#### Mapping to the Host Computer as a Network Drive on Your Computer:

- Double-click **Network Neighborhood** icon on the desktop, and then double-click **Entire Network**.
- Locate the **Qbdata** folder that contains your **New CS Data File** and right-click the folder.
- Choose **Map Network Drive**. (If **Map Network Drive** is unavailable, see your Network Administrator for an explanation.)
- In the **Drive** field of the **Map Network Drive** screen, select any unassigned drive letter. (Windows will default to the first available unassigned letter.)
- Select **Reconnect at Logon** so this drive will be mapped next time you turn on your computer.
- Click **OK**.
- If Windows opens a window showing the contents of your mapped drive, close the window.
- Restart your computer.

**NOTE:** Write down the Drive Letter and Location of the Shared Folder in the worksheet.

#### Adding Computers to a Network:

- Make sure that the computer is networked properly.
- Install QuickBooks Pro 2001 on the new computer.
- Follow instructions for mapping to the shared folder as listed above.
- Have the new user open the data file through the mapped drive.

**NOTE:** Up to five users may have access to the data file simultaneously, however, you can set up as many users as you wish. For example, if you have five full-time employees and three part-time employees who need access to the data file, you can set up all eight employees as users of the data file. All eight are considered valid users of the data file, but only five can access the data file at the same time.

## STARTING OUT

### Setting Up the New Data File / Restoring

#### Setting Up the New CS Data File

#### Restoring the New Data File Template

This section will cover restoring your **New Data File Template**. Be sure that the **Product Update** step has been completed before proceeding. QuickBooks MUST be updated in order to restore the **New Data File Template**.

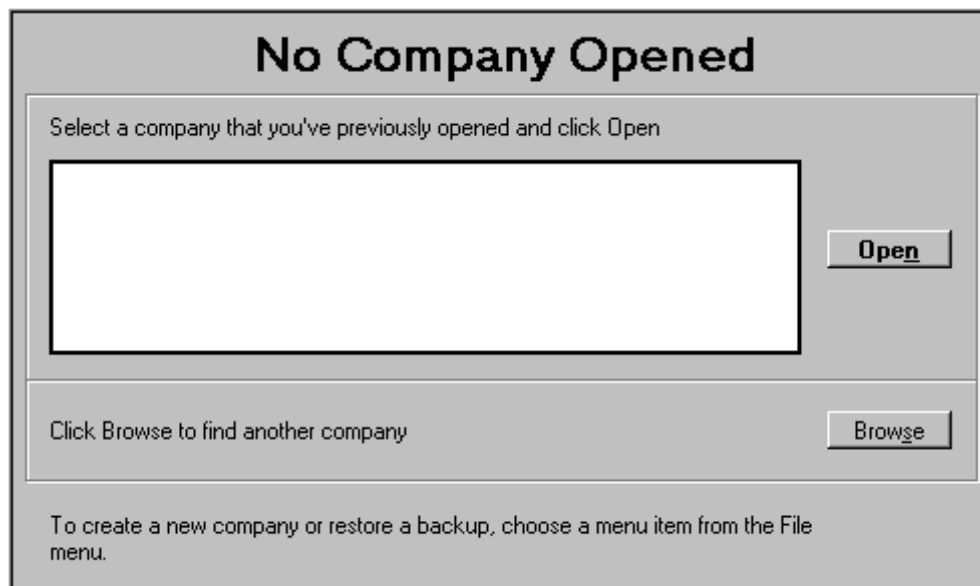
There are separate instructions for the Administrator and for the Users. The Administrator is the NCOIC.

##### Administrator Instructions:

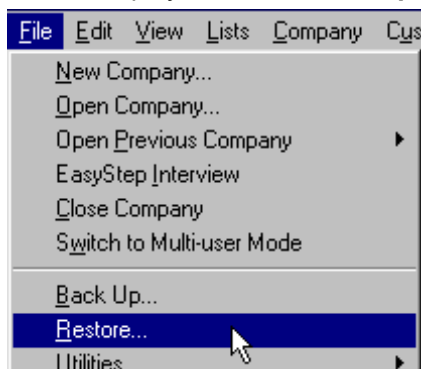
- Start **QuickBooks Pro 2001** by double-clicking the icon on your desktop.



- On the **Welcome to QuickBooks** screen, choose **Cancel**. This will display a window titled **No Company Opened**.



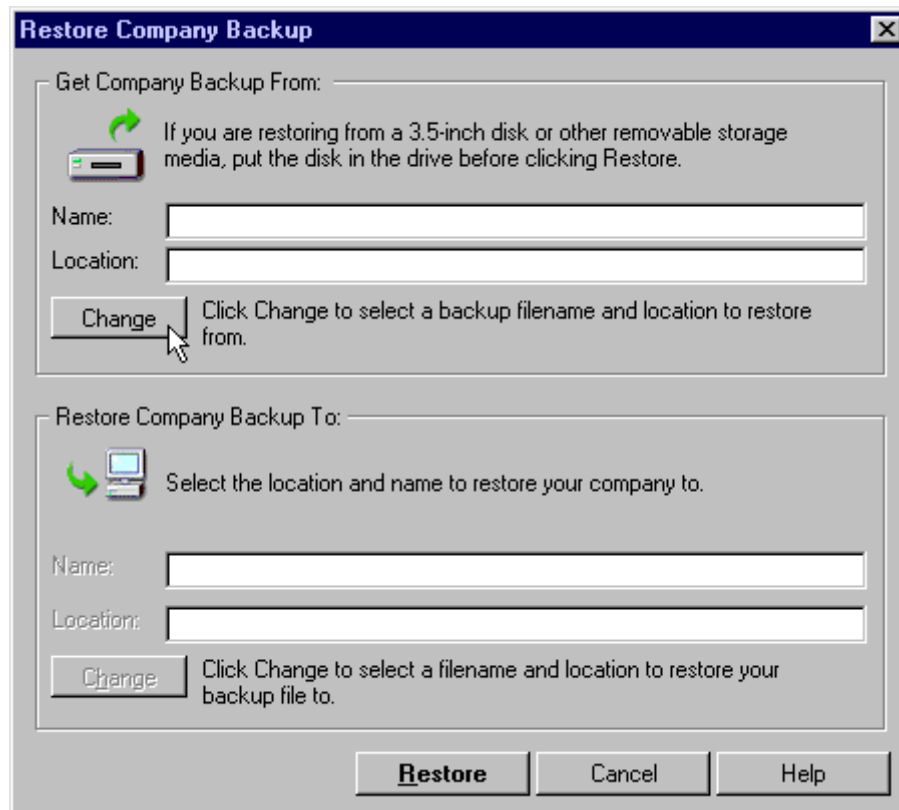
- Insert the disk containing the **New Data File Template**.
- From the **File** menu, click **Restore** to display the **Restore Company Backup** window.



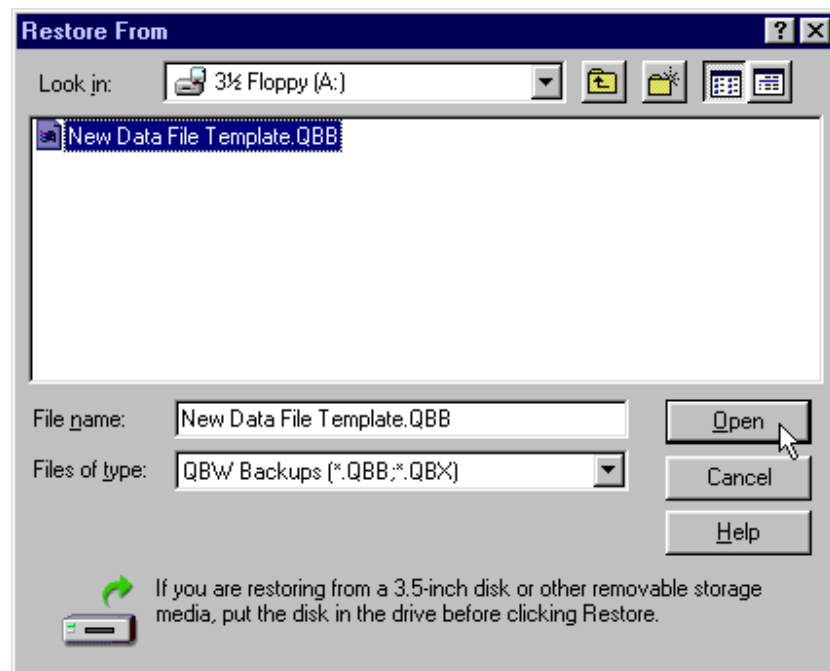
## STARTING OUT

### Setting Up the New Data File / Restoring

- The top half of the window specifies the location of the backup file being restored. Click the **Change** button and **Browse** to the location of the backup file.



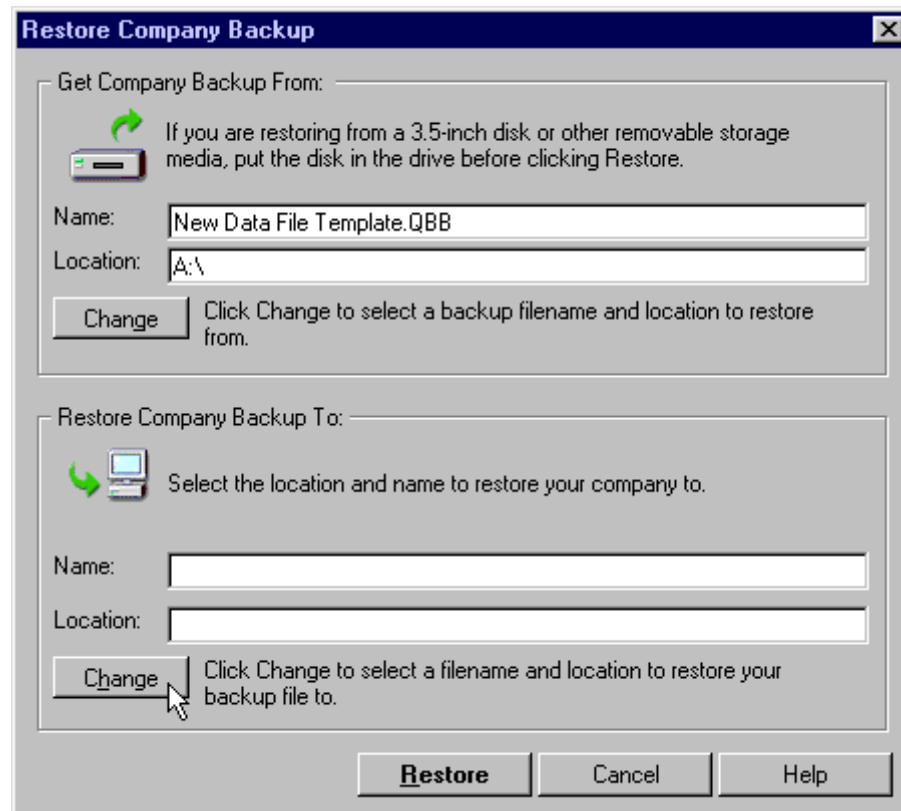
- Choose the file named **New Data File Template.qbb** and click **Open**.



## STARTING OUT

### Setting Up the New Data File / Restoring

- In the **Restore Company Backup** window, the bottom half of the window specifies the location of where the restored data file is being saved to.
- **For Multi-User Installation** – Click the **Change** button and locate the drive letter of the **mapped drive** noted above. In the **Restore To** window, choose the shared **Qbdata** folder that was created and click **Save**.
- **For Single User Installation** – If QuickBooks is only going to be used on this computer, click the **Change** button.



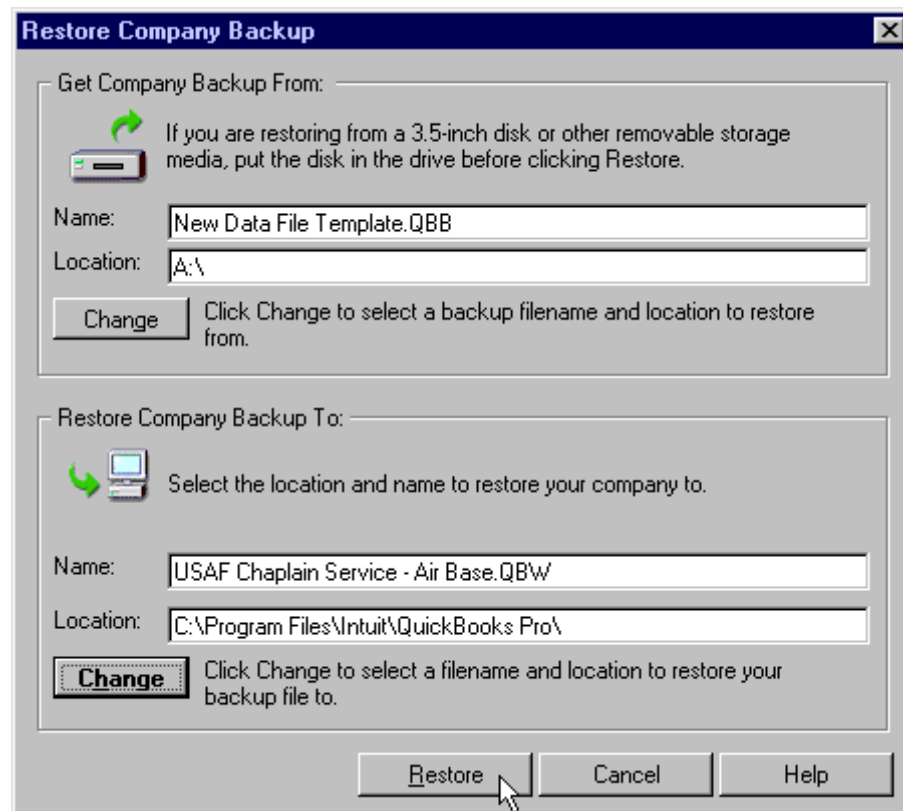
- In the **Restore To** window, locate the QuickBooks folder on your local drive. Then enter the name of the data file as **USAF Chaplain Service – Your Air Base**. This will be a QBW file (QuickBooks Working file). Click **Save**.



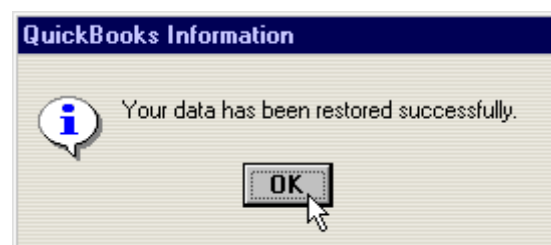
## STARTING OUT

### Setting Up the New Data File / Restoring / Setting Up Users

- Review the information on the **Restore window**. Make sure both locations and the file names are correct. Click **Restore**.



- Click **OK** in the message window **Your data has been restored successfully**.



## Setting Up Users

As the Administrator, you must specify a user name and password you would like to use for Administrator access to the data file. It is also necessary to add a username and password for each user that will be accessing the data file in multi-user mode. The Administrator must add the additional users before they will be allowed to access the data file. When setting permissions for the users, keep in mind that the Admin should be the only person allowed to make changes to the accounting records after the close date. The Close date is normally at the end of the fiscal year or if the Admin prefers – the date the records were last inspected.

### Passwords

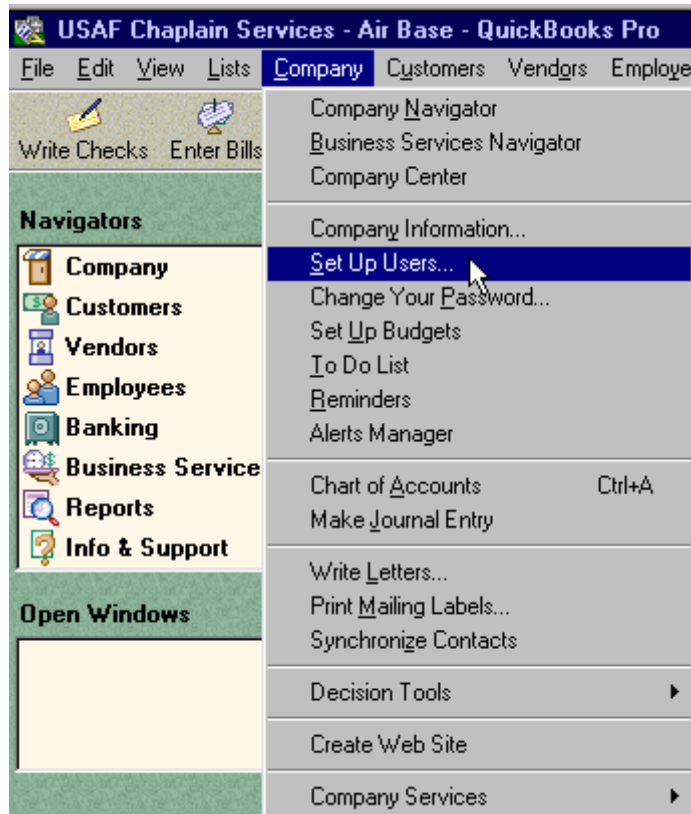
Passwords are like keys to your car – If you lose the keys you will not be able to open the door and you'll end up paying to fix it! The point is – PLEASE **write down your password and keep it in a safe place**. If you forget it and/or lose, Intuit will charge to have it removed.

## STARTING OUT

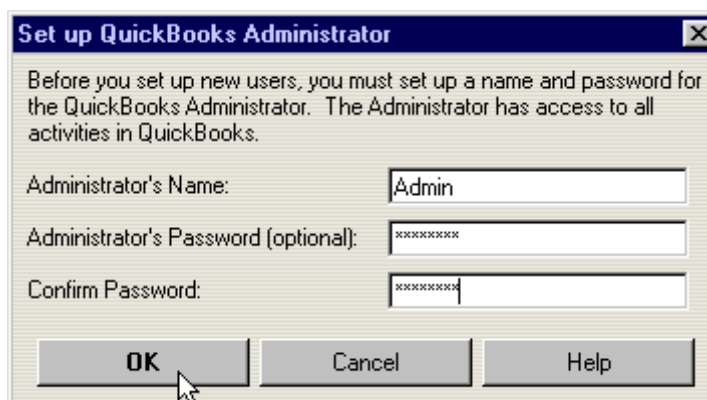
### Setting Up the New Data File / Setting Up Users

To Set User Names and Passwords:

- From the menu bar, choose **Company** and click **Set up Users**.



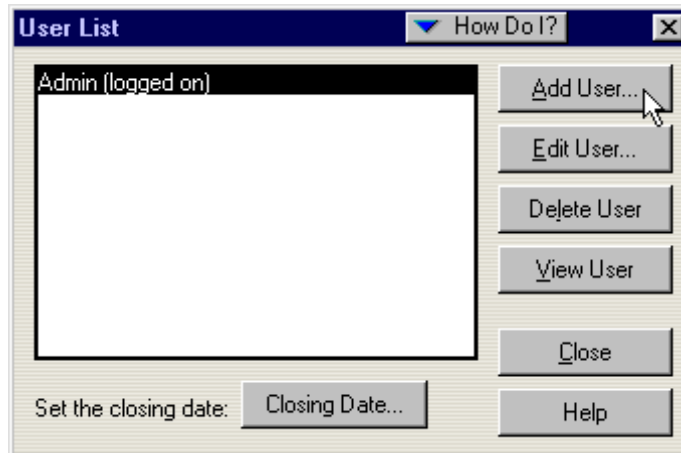
- On the **Setup QuickBooks Administrator** screen, assign the **Administrator** user name and password.
- Click **OK**.



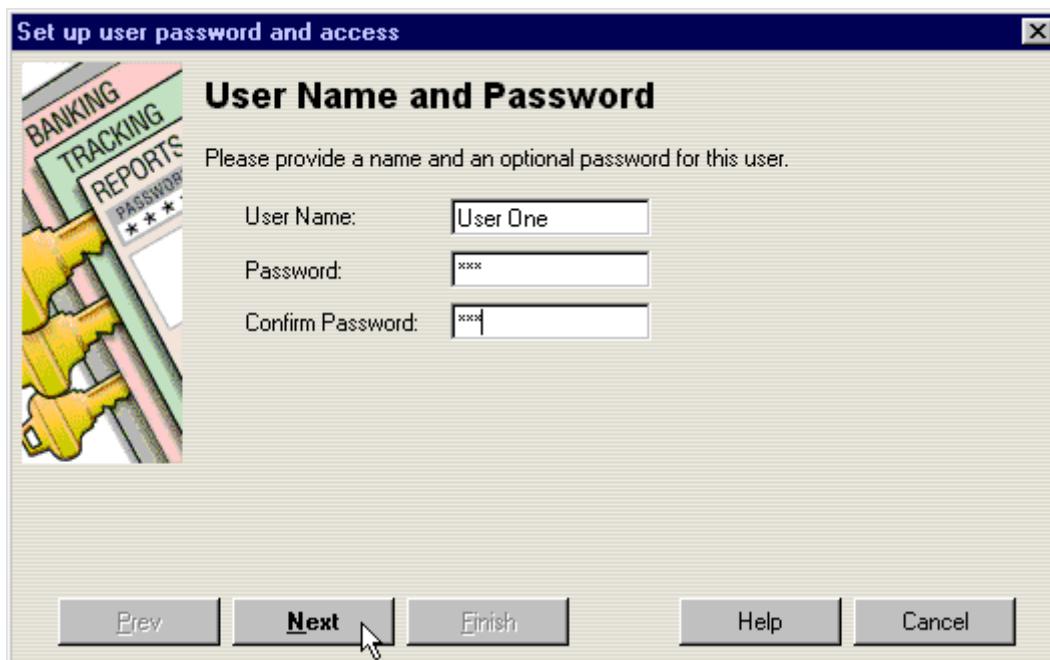
## STARTING OUT

### Setting Up the New Data File / Setting Up Users

- The **User List** window will appear and show that the Administrator is **logged on**.
- To add a new user, click the **Add User** button.



- The **Set up user password and access** wizard will appear.
- Enter the user name and password of the first user and click **Next**.



- Follow the wizard in selecting the permissions that you would like this user to have.

## STARTING OUT

## Setting Up the New Data File / Setting Up Users

**Set up user password and access**

**Access for user: User One**

What do you want this user to have access to?

☐ Selected areas of QuickBooks  
 (You will make the selections in the screens that follow)

☒ All areas of QuickBooks

Prev Next Finish Help Cancel

**Set up user password and access**

**Access for user: User One** Page 1 of 1

You have finished setting this user's access rights and password. Below is a summary of this user's access rights. Click the Finish button to complete this task.

Area	Create	Print	Reports
Sales and Accounts Receivable	Y	Y	Y
Purchases and Accounts Payable	Y	Y	Y
Checking and Credit Cards	Y	Y	n/a
Inventory	Y	Y	Y
Sensitive Accounting Activities	Y	Y	Y
Sensitive Financial Reports	Y	Y	n/a
Changing or Deleting Transactions	Y	n/a	n/a
Changing Closed Transactions	Y	n/a	n/a

Prev Next Finish Help Cancel

- When finished, follow the above steps in adding each new user.
- Click **Close** when all users have been added.

The Administrator is able to change any of the user information at any time. If it is necessary to add, edit or delete any of these permissions, go to the **Set Up Users** screen and select the appropriate choice to display a wizard that will guide you in editing this information.



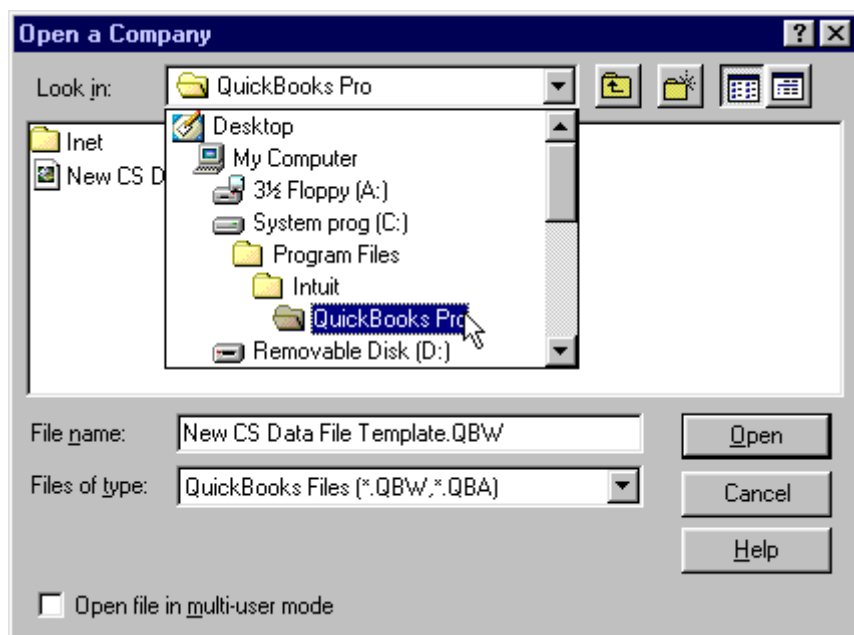
## STARTING OUT

### Setting Up the New Data File / Accessing the Data File

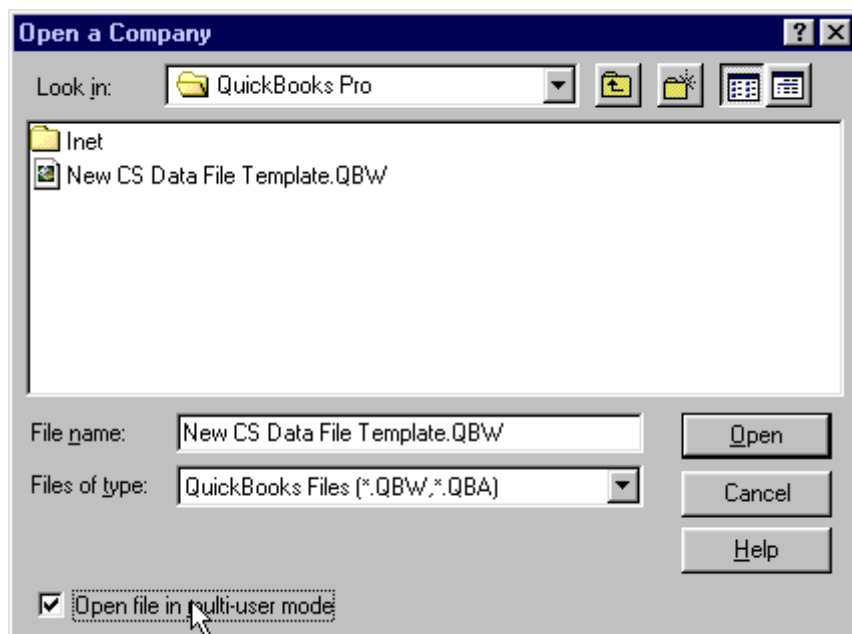
#### Accessing the Data File

##### To Open the Chaplain Service Data File:

- Start QuickBooks Pro 2001 by double-clicking the icon on your desktop.
- On the **Welcome to QuickBooks** screen, choose **Open Existing Company**. OR,
- In the **Open Company** window, **Browse** to the location of the **Chaplain Service Data File**.



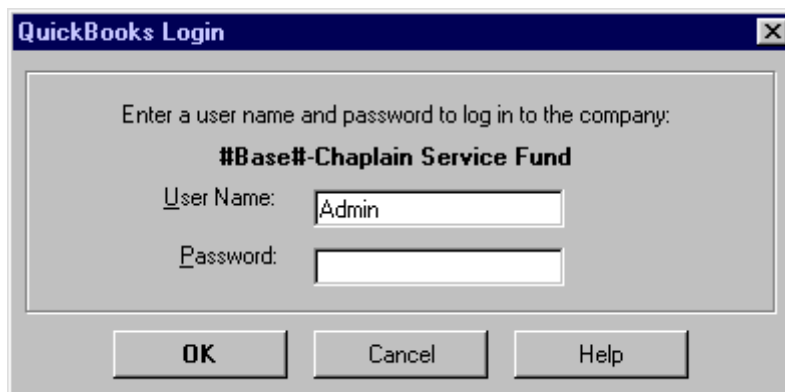
- On the **Open Company** window you can select an option that will automatically open the file in multi-user mode each time it is opened. Select the **Open File in Multi-User Mode** checkbox on the bottom of this window to set this preference.



## STARTING OUT

### Setting Up the New Data File / Accessing the Data File

- Click **Open**.
- Log on with your assigned **user name** and **password** if necessary. If QuickBooks is not used in a multi-user environment on this particular base, you will not see the **Login screen**.

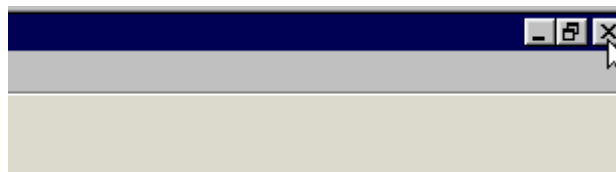


**NOTE:** For Multi-User Setup – the drive letter you assigned will be listed as one of the drives in QuickBooks. Be sure to open your company file by selecting the new drive, not Network Neighborhood.

You have now successfully restored the data file template to the **Chaplain Service Data File**.

#### To complete the setup:

- Click the **X** at the top right corner to close QuickBooks.



- Double-click the QuickBooks Pro icon on your desktop to open QuickBooks again.



You will notice that when the program opens that your data file is automatically opened as well. By closing the program this way you are ensured that the **Chaplain Service Data File** is opened at the same time QuickBooks is launched without having to locate the data file separately. This is the method that will be used for shutting down QuickBooks.

## STARTING OUT

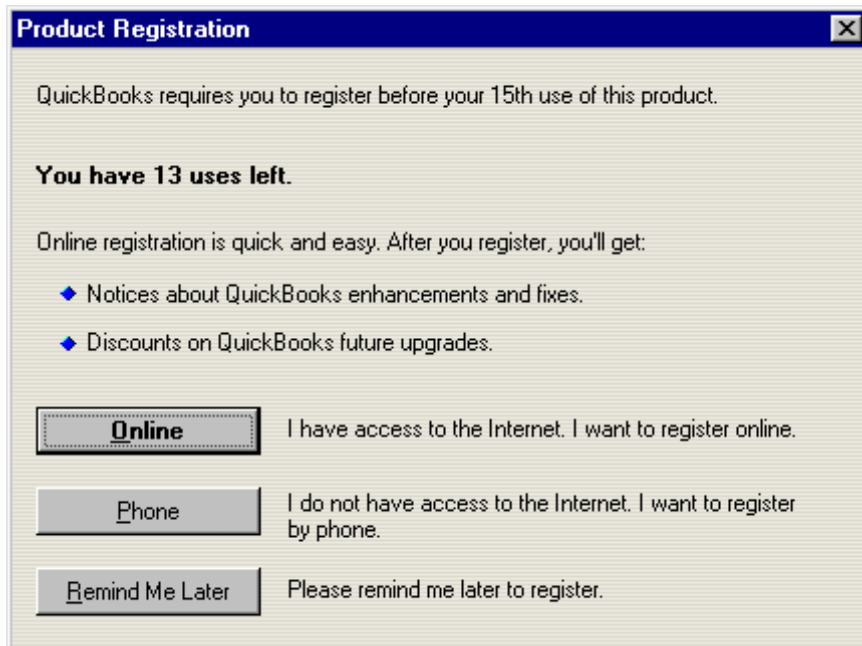
### Setting Up the New Data File / Registering

#### Registering QuickBooks

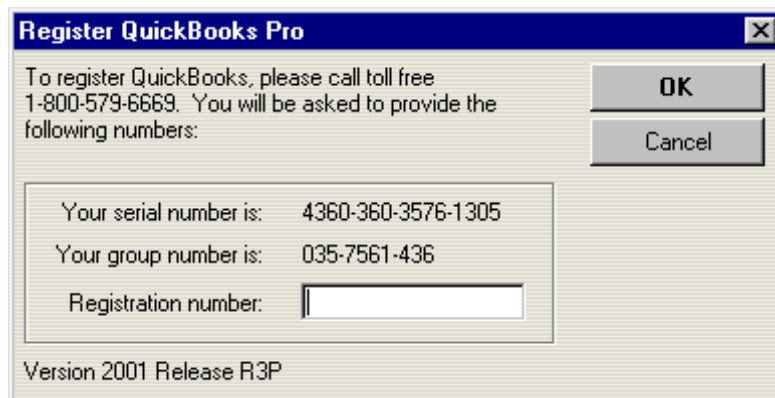
The Chaplain Service requires the QuickBooks program to be registered. Upon restarting the program, you may be prompted to register the program. There are a limited number of uses of the program without registering before it ceases to function. A **Register QuickBooks** window will appear with three available options on the screen: **Online**, **Phone** and **Remind Me**.

##### To Register QuickBooks:

- Click the **Online** option.



- Follow the on screen instructions to complete registration. **DO NOT** purchase any Support Plan – the Chaplain Service has a Technical Support Plan in place.

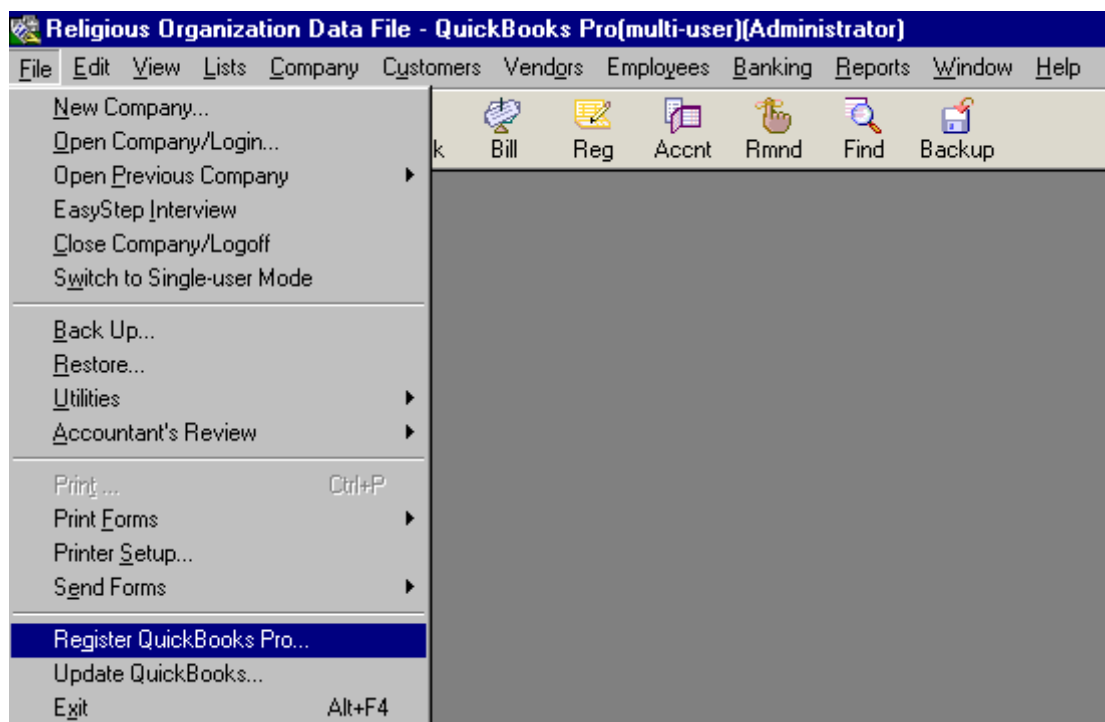


- If you are unable to use online registration and choose to use the **Phone** option, **DO NOT** purchase any Support Plan – the Chaplain Service has a Technical Support Plan in place.
- If you have any questions call **QUICKPRO CONSULTING** at **1-800-641-0955**.
- The registration number will appear in the registration window. Write this number down inside the front cover of the printed QuickBooks Procedure Guide.

## STARTING OUT

### Setting Up the New Data File / Registering

If you are not prompted to register automatically, select **Register QuickBooks Pro** from the **File** menu and follow the above steps. (Remember, the data file must be open in order to register.)



If it becomes necessary to re-install the program you will be prompted to register again. Upon re-installing, choose **Phone** registration on the Register QuickBooks screen and re-enter the registration number that you have written on the inside cover of the QuickBooks Reference Guide.

## STARTING OUT

### Setting Up the New Data File / Update the Data File

#### Update the New CS Data File

##### Base Information

The first step in updating the file involves entering the pertinent base information.

##### To Enter Base Information:

- Choose **Company** from the menu bar menu and click **Company Information**.

**Company Information** How Do I?

Company Name: USAF Chaplain Services - Air Base

Address: 1000 Easy Street  
Tucson, AZ85701

Country: US

Legal Name: USAF Chaplain Services - Air Base

Legal Address: 1000 Easy Street

City/State/Zip: Tucson AZ 85701

Legal Country: US

Phone #: 520-222-1234

FAX #:

E-mail:

Web Site:

First month in your fiscal year: October

First month in your income tax year: January

Income Tax Form Used: <Other/None>

Company Identification:

Federal Employer Identification Number (FEIN required for Payroll.):

Social Security Number (SSN used on 1099's if no FEIN is entered.):

Buttons: OK, Cancel, Help

- Enter all applicable information in this window.
- Click **OK** when finished to record this information.

If any information has been entered in error or if this information needs to be edited, open the **Company Information** window, change the applicable information and click **OK** to save your changes.

## STARTING OUT

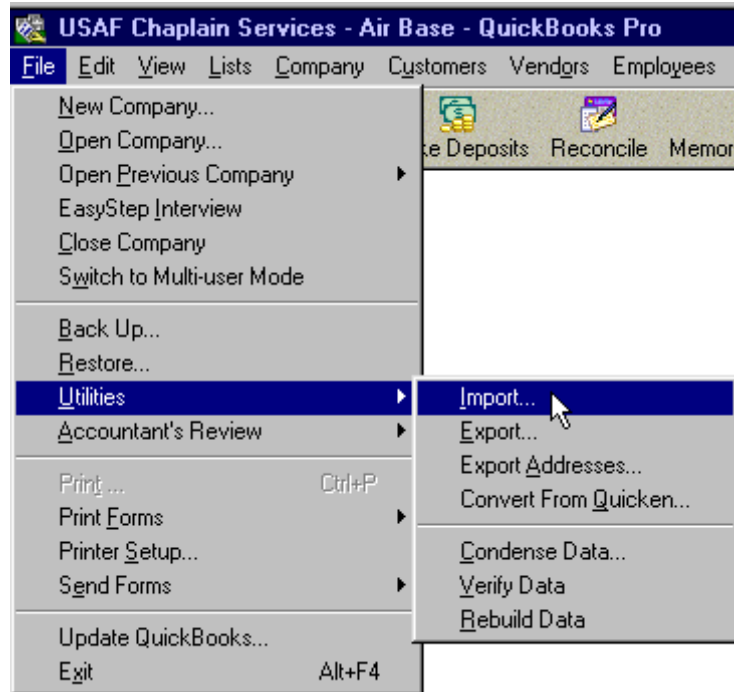
### Setting Up the New Data File / Update the Data File

#### Import Lists

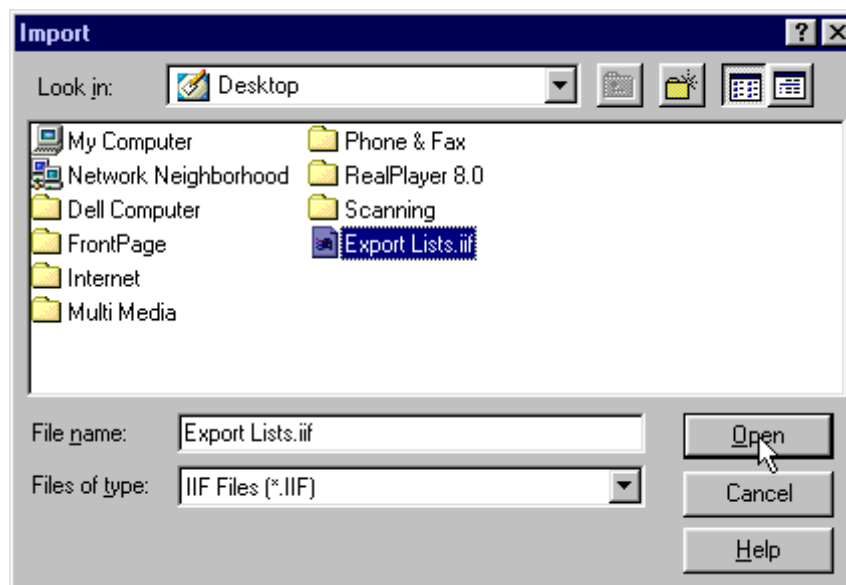
The next step in updating the **Chaplain Service Data File** will be to import the lists that have been exported from the old data file.

#### To import lists:

- From the **File** menu, choose **Utilities** and click **Import**.
- In the **Import** window, change the **Look In** field to **Desktop**.
- The **Export Lists.iif** file should be displayed in the contents of the desktop.



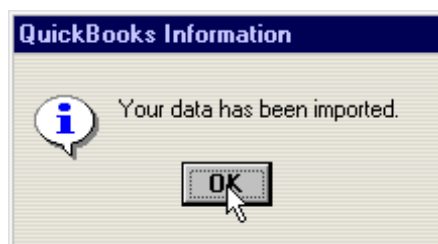
- Select the **Export Lists.iif** file and then **Open**.



## STARTING OUT

### Setting Up the New Data File / Update the Data File

- Click **OK** in the **Your data has been imported** message window that appears.



- Check each list to ensure that the data was imported correctly.

The mandatory Chart of Accounts that you will use for the **New CS Data File** is included in this file. From the **Company Navigator**, click the **Chart of Accounts** icon to review the pre-set Chart of Accounts that will be used.

Name	Type	Balance
1000 · Checking	Bank	0.00
1010 · General	Bank	0.00
1020 · Protestant	Bank	0.00
1030 · Catholic	Bank	0.00
1100 · Savings	Bank	0.00
1110 · General	Bank	0.00
1120 · Protestant	Bank	0.00
1130 · Catholic	Bank	0.00
1200 · Petty Cash	Bank	0.00
1201 · Accounts Receivable	Accounts Receivable	0.00
1400 · Fixed Assets	Fixed Asset	0.00
1410 · General	Fixed Asset	0.00
1420 · Protestant	Fixed Asset	0.00
1430 · Catholic	Fixed Asset	0.00
2000 · Accounts Payable	Accounts Payable	0.00
2500 · IMPAC	Credit Card	0.00
3000 · Opening Bal Equity	Equity	0.00
3900 · Retained Earnings	Equity	
4000 · Regular Contributions	Income	
4100 · Designated Contributions	Income	
4200 · Organizational/Activity Contrib	Income	
4300 · Interest Income	Income	
4400 · Other Income	Income	
6000 · Worship & Religious Observance	Expense	
6100 · Counseling & Spiritual Nurturin	Expense	
6200 · Pastoral Visitation	Expense	
6300 · Contingency Ministry	Expense	
6400 · Religious Instruction	Expense	
6500 · Group Care & Renewal	Expense	
6600 · Quality of Life Concerns	Expense	
6700 · Lay Programs	Expense	
6800 · Humanitarian	Expense	
6900 · Financial Program Support	Expense	
7000 · Community Observances	Expense	
7100 · Public Relations	Expense	
7200 · Miscellaneous	Expense	

Account ▼ Activities ▼ Reports ▼ ☐ Show All

## STARTING OUT Opening Balances / Required Information / Chart of Accounts

### Opening Balances

The next step in updating your **New CS Data File** is entering the beginning balances for your accounts. We will reference the reports that were printed out of the previous file and the requested bank account information. This section will cover getting your **New CS Data File** ready for the first transaction.

#### Required Information

The following information, gathered in the [Preparation](#) section, is needed for entering opening balances:

- Bank statements for each bank account.
- [Transaction Detail by Account Report](#) showing the list of outstanding transactions for each bank and credit card account.
- [Trial Balance Report](#) as of the day before your **Start Date**. (*Unless your **Start Date** is October 1 — then your Trial Balance Report should be as of October 1st.*)
- [Vendor Balance Detail Report](#) as of the day before your **Start Date**.

**NOTE:** If the bank or credit card account/s are not reconciled or have never been reconciled in QuickBooks, you will need to manually determine what the **outstanding transactions** are and list them by hand.

The balances for each account will be entered in the form of **General Journal Entries**. The entries will be separated by type of account and dated the day before your **Start Date**.

**NOTE:** The [Starting Out Worksheet](#) is utilized extensively in this section. Please make an extra copy of the Worksheets before preceding any further. This will be a supplemental copy in case you need to re-do any of the steps. Also, you may need extra copies of some pages if more lines are required to enter information as you proceed.

#### Data Entry

It is crucial, as you proceed through **Entering Opening Balances**, that you enter the information correctly. Please double check your entries to assure that the amounts are exact, the debit or credit column is used appropriately, and that the right account is used. Any inaccurate entries will result in the need to start at the beginning and redo this exercise. If you have an opening balance for any account that is 0.00, you do NOT need to enter that amount.

#### Basics of Using the Chart of Accounts

The **Chart of Accounts** has mandatory Parent (Main) Accounts created. Please do not create additional Parent Accounts. Instead, add Sub-Accounts under the existing Parent Accounts. If a Sub-Account has been created the Parent Account is not used for any transactions. Using the Sub-Accounts will provide accurate and detailed tracking of your funds.

Chart of Accounts			
How Do I?			
	Name	Type	Balance
Parent Account ▶	♦1000 · Checking	Bank	0.00
Sub-Account ▶	♦1010 · General	Bank	0.00
	♦1020 · Protestant	Bank	0.00
	♦1030 · Catholic	Bank	0.00
	♦1100 · Savings	Bank	0.00
	♦1110 · General	Bank	0.00
	♦1120 · Protestant	Bank	0.00
	♦1130 · Catholic	Bank	0.00
	♦1200 · Petty Cash	Bank	0.00
	♦1201 · Accounts Receivable	Accounts Receivable	0.00

**NOTE:** To view all of the Accounts in the Chaplain Service Data File, click **Show All** at the bottom of the

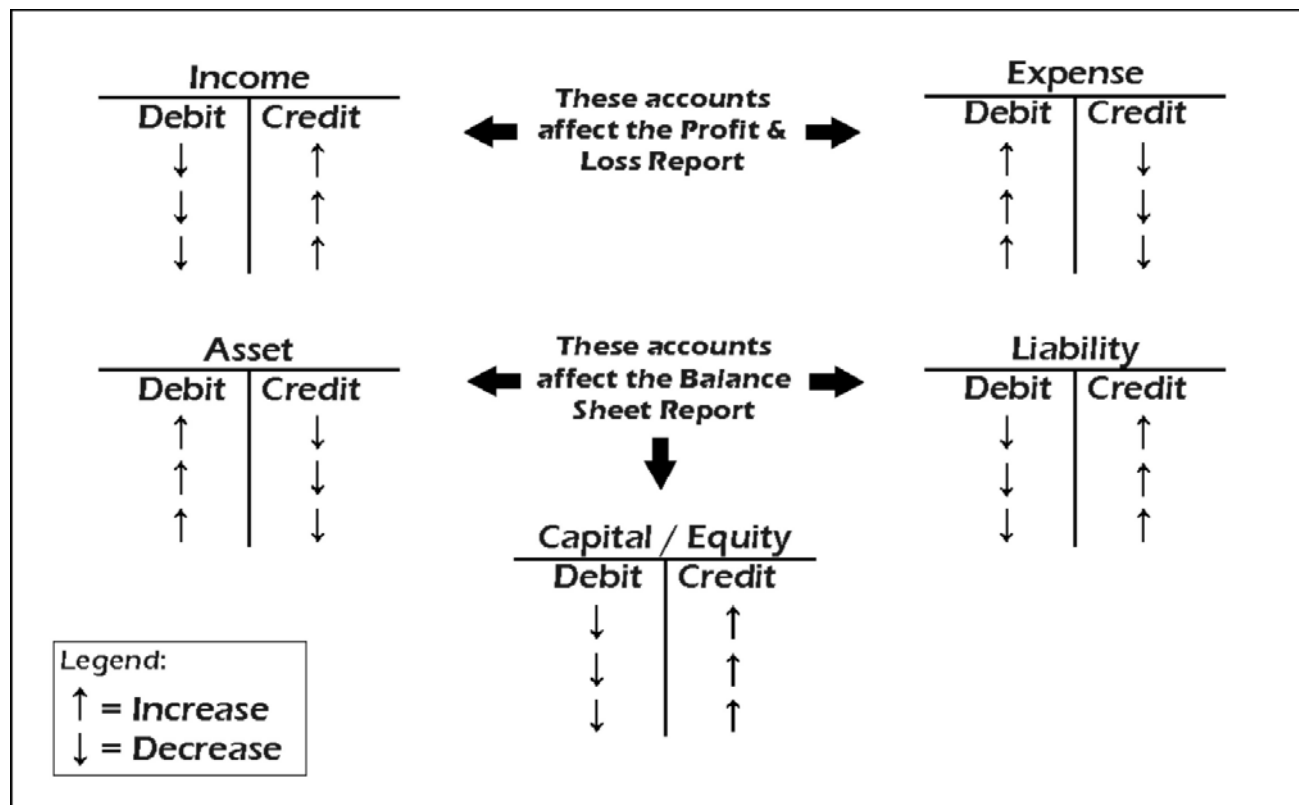


## STARTING OUT

### Opening Balances / Accounting Chart / Opening Bal Equity

#### Accounting Chart

To provide you with some basic understanding of the affect of **Debits and Credits** to the different account types in QuickBooks, the following chart is provided:



This information is explained in more detail under the individual sections that cover entering the opening balances to each type of account.

#### Opening Balance Equity Account

Before we proceed with entering the opening balances for your accounts, it is necessary to define the **Opening Balance Equity** account. QuickBooks automatically creates account 3000 – Opening Balance Equity and adds it to the **Chart of Accounts** when creating a new data file.

This account will be used in the following sections when entering the account opening balances. It serves as a holding account to offset the beginning balances for the accounts in the new data file. After all the opening balances for the new accounts have been entered, the different debit and credit balances will bring the amount in Opening Balance Equity to zero. The affect of each account opening balance entry on the Opening Balance Equity account will be explained in detail for each account type in the following sections.

## STARTING OUT

### Opening Balances / Asset Accounts

#### Asset Accounts

The **Trial Balance Report** is used for entering the balances for the **Asset Accounts** from your previous file. Assets were previously known as Equipment or Property. The balances will be entered through a **General Journal Entry**, which uses debits and credits to increase or decrease the balance for each account. Before entering any data into QuickBooks, complete the **Starting Out Worksheet** for asset accounts.

#### Worksheet Tasks

##### Enter Worksheet Information:

- Enter the name of each asset account from your current trial balance report. **Do not** include any Bank accounts (i.e., checking, savings, etc.). Bank accounts will be taken care later.
- If it is necessary to have any account tracked as a different account in the new Chart of Accounts, enter the old and new name. If it is going to be a sub-account, enter the appropriate parent account name. All fixed asset accounts will be added as sub-accounts under one of the existing accounts.
- Select the appropriate debit or credit column and enter the amount. The trial balance report will indicate whether the balance is a debit or credit.

#### Worksheet Example

The data used in the following examples and screen shots uses the same information generated in the trial balance report shown in the **Preparation** section.

##### Asset Accounts

Old Name	New Name	Parent Account	Debit	Credit
CCF-25 Processional Crucifix	1430.1 Processional Crucifix	1400 Fixed Assets: 1430 Catholic	931.40	
PCF-13 Choir Robes (37)	1420.1 Choir Robes (37)	1400 Fixed Assets: 1420 Protestant	4282.22	
GCF-1 Advent Wreath	1410.1 Advent Wreath	1400 Fixed Assets: 1410 General	758.76	
GCF-2 Olympus Digital Camera	1410.2 Olympus Digital Camera	1400 Fixed Assets: 1410 General	499.99	

#### Fixed Asset Account Numbers

Fixed Asset Accounts that are added will become sub-accounts of one of the existing religious denomination fixed asset sub-accounts. The added sub-accounts will have an account number defined by adding a decimal point and a number from one to ninety-nine, to the pre-existing sub-account number. This will allow up to ninety-nine fixed asset items to be added under each religious denomination fixed asset account. The following instructions will show how this will work.

#### Adding Fixed Asset Sub-Accounts

From the **Worksheet**, it will be obvious what additional Fixed Asset accounts need to be added to the Chart of Accounts in the Chaplain Service Data File. All fixed asset accounts will be added as sub-accounts under the appropriate parent account.

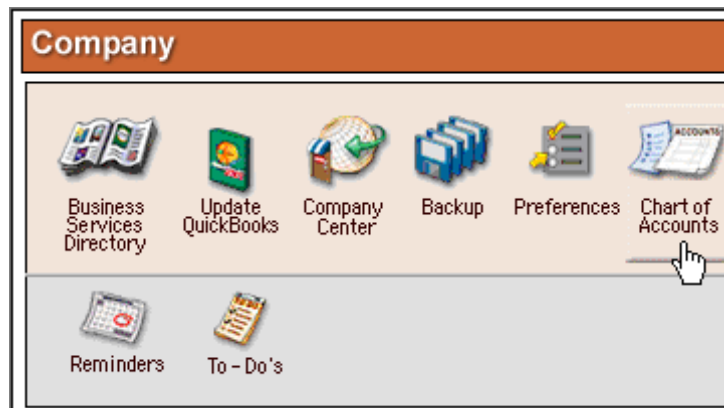
**NOTE:** To view all of the Fixed Asset Accounts in the Chaplain Service Data File, click **Show All** at the bottom of the **Chart of Accounts**. To make an account active, click on the **X** to the left of the account

## STARTING OUT

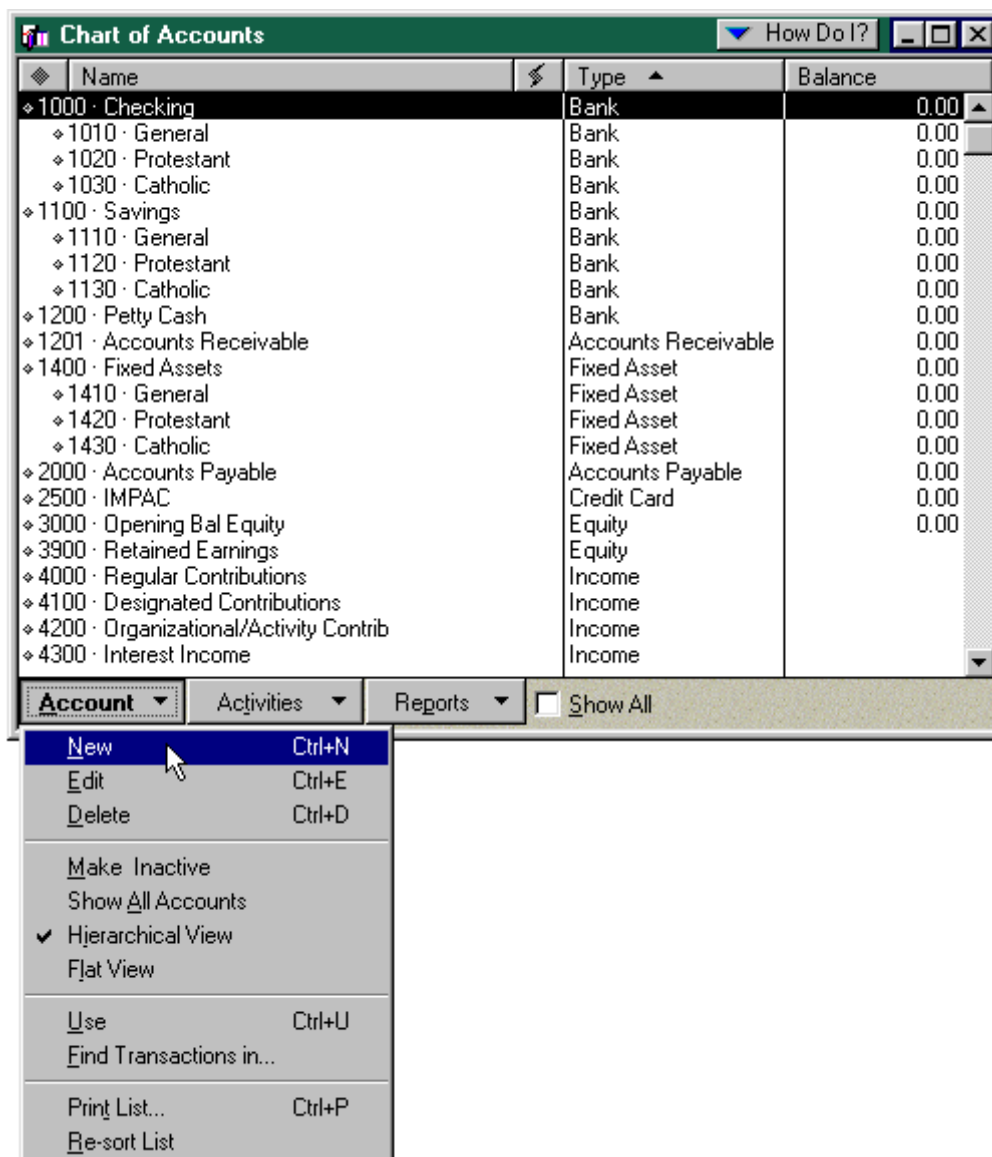
### Opening Balances / Asset Accounts

To Add Fixed Asset Sub-Accounts to the Chart of Accounts:

- Click the **Chart of Accounts** icon in the **Company Navigator** to open the Chart of Accounts.



- Click on the **Account** button in the bottom left corner of the **Chart of Accounts** list. Select **New** to display the **New Account** window.



## STARTING OUT

### Opening Balances / Asset Accounts

- Select **Fixed Asset** as the type of account you wish to create.

The 'New Account' dialog box is shown with the 'Type' dropdown menu open. The 'Fixed Asset' option is selected and highlighted. The 'Number' field is empty. The 'Opening Balance' field is empty, and the 'as of' date is set to 08/15/2001. The 'Account is inactive' checkbox is unchecked. The 'OK', 'Cancel', and 'Next' buttons are visible on the right.

- Enter the appropriate **account number** and account name. (The account number in this example is entered as 1430.1, which is going to be an asset in the Catholic Fixed Asset Account.)

The 'New Account' dialog box is shown with the 'Type' dropdown set to 'Fixed Asset' and the 'Number' field containing '1430.1'. The 'Name' field contains 'Processional Crucifix'. The 'Subaccount of' dropdown is empty. The 'Description' and 'Note' fields are empty. The 'Opening Balance' field is empty, and the 'as of' date is set to 08/15/2001. The 'Account is inactive' checkbox is unchecked. The 'OK', 'Cancel', and 'Next' buttons are visible on the right.



## STARTING OUT

### Opening Balances / Asset Accounts

- Select the **Sub-account of** checkbox then select the account from the **Sub-account of** drop-down list.

**New Account** How Do I? [?] [X]

Type: Fixed Asset Number: 1430.1

Name: Processional Crucifix

☒ Subaccount of [ ]

Description: [ ]

Note: [ ]

Opening Balance: [ ] as of: 08/15/2001 [ ]

Buttons: OK, Cancel, Next

Account is: ☐

Sub-account of dropdown list:

< Add New >	
1400 - Fixed Assets	Fixed Asset
1410 - General	Fixed Asset
1420 - Protestant	Fixed Asset
1430 - Catholic	Fixed Asset

- Enter any **Description** and **Note** as you wish. (This is optional information.)

**Edit Account** How Do I? [?] [X]

Type: Fixed Asset Number: 1430.1

Name: Processional Crucifix

☒ Subaccount of 1400 - Fixed Assets:14...

Description: Optional Information

Note: [ ]

Opening Balance: [ ] as of: 08/15/2001 [ ]

Buttons: OK, Cancel

Account is inactive: ☐

## STARTING OUT

### Opening Balances / Asset Accounts

- **DO NOT** enter an Opening Balance! This will be taken care of in the **Journal Entry** step.

**Edit Account** How Do I?

Type: Fixed Asset Number: 1430.1

Name: Processional Crucifix

☒ Subaccount of: 1400 · Fixed Assets:14...

Description: Optional Information

Note:

Opening Balance: X as of: 08/15/2001

☐ Account is inactive

OK Cancel

- After you have entered all of the appropriate information, click **OK** to record the new account, or click **Next** to record the new account and then enter another.

**Edit Account** How Do I?

Type: Fixed Asset Number: 1430.1

Name: Processional Crucifix

☒ Subaccount of: 1400 · Fixed Assets:14...

Description: Optional Information

Note:

Opening Balance: as of: 08/15/2001

☐ Account is inactive

OK Cancel

## STARTING OUT

### Opening Balances / Asset Accounts

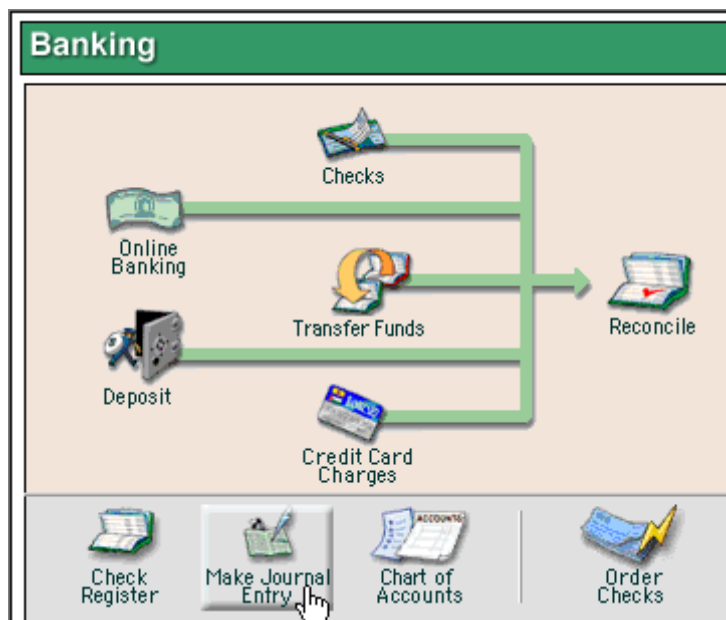
All Fixed Asset Sub-Accounts in Example added to Chart of Accounts:

Chart of Accounts			
Name	Type	Balance	
♦ 1030 · Catholic	Bank	0.00	
♦ 1100 · Savings	Bank	0.00	
♦ 1110 · General	Bank	0.00	
♦ 1120 · Protestant	Bank	0.00	
♦ 1130 · Catholic	Bank	0.00	
♦ 1200 · Petty Cash	Bank	0.00	
♦ 1201 · Accounts Receivable	Accounts Receivable	0.00	
♦ 1400 · Fixed Assets	Fixed Asset	0.00	
♦ 1410 · General	Fixed Asset	0.00	
♦ 1410.1 · Advent Wreath	Fixed Asset	0.00	
♦ 1410.2 · Olympus Digital Camera	Fixed Asset	0.00	
♦ 1420 · Protestant	Fixed Asset	0.00	
♦ 1420.1 · Choir Robes (37)	Fixed Asset	0.00	
♦ 1430 · Catholic	Fixed Asset	0.00	
♦ 1430.1 · Processional Crucifix	Fixed Asset	0.00	
♦ 2000 · Accounts Payable	Accounts Payable	0.00	
♦ 2500 · IMPAC	Credit Card	0.00	
♦ 3000 · Opening Bal Equity	Equity	0.00	
♦ 3900 · Retained Earnings	Equity		
♦ 4000 · Regular Contributions	Income		
♦ 4100 · Designated Contributions	Income		
♦ 4200 · Organizational/Activity Contrib	Income		

### Journal Entry for Asset Accounts

To Create a Journal Entry for Asset Account Opening Balances:

- From the **Banking Navigator**, click the **Make Journal Entry** icon.



- Set the **Date** of the Journal Entry to the day before your **Start Date**. Press **TAB**. (Use **TAB** to move from field to field when entering each account.)

## STARTING OUT

### Opening Balances / Asset Accounts

- In the **Entry No.** field, type in **O.B. Asset** (Opening Balance Asset).

**General Journal Entry** How Do I?

◀ Previous ▶ Next Print... History

Date: 07/31/2001 Entry No.: O.B. Asset

Account	Debit	Credit	Memo	Name	Class

Save & Close Save & New Clear

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- In the **Account** column of the journal entry click on the arrow to display a drop-down menu.
- In the drop-down menu, select the first asset account in the **Worksheet**.

**General Journal Entry** How Do I?

◀ Previous ▶ Next Print... History

Date: 07/31/2001 Entry No.: O.B. Asset

Account	Debit	Credit	Memo	Name	Class
< Add New >					
1000 · Checking Bank					
1010 · General Bank					
1020 · Protestant Bank					
1030 · Catholic Bank					
1100 · Savings Bank					
1110 · General Bank					
1120 · Protestant Bank					
1130 · Catholic Bank					
1200 · Petty Cash Bank					
1201 · Accounts Receivable Accounts Receivable					
1400 · Fixed Assets Fixed Asset					
1410 · General Fixed Asset					
1410.1 · Advent Wre Fixed Asset					
1410.2 · Olympus Dig Fixed Asset					
1420 · Protestant Fixed Asset					
1420.1 · Choir Robes Fixed Asset					
1430 · Catholic Fixed Asset					
1430.1 · Processiona Fixed Asset					

Save & Close Save & New Clear

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- Tab over to the **debit** column to enter a debit balance or to the **credit** column to enter a credit balance. Enter the amount as shown on your **Worksheet**, in the appropriate column – debit or credit. (This should be identical to the information in the **Trial Balance Report**.)



## STARTING OUT

### Opening Balances / Asset Accounts

- Enter the amount of the debit or credit and tab until you get to the next line in the **Account** column.

**General Journal Entry** How Do I?

◀ Previous ▶ Next Print... History

Date: 07/31/2001 Entry No.: O.B. Asset

Account	Debit	Credit	Memo	Name	Class
1400 - Fixed A...	931.40				
		931.40			

Save & Close Save & New Clear

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- You will notice that the amount entered on the first line shows up in the opposite column on the next available line; this amount will be assigned after the last balance has been entered in the journal entry. **Do not alter this number.**

**General Journal Entry** How Do I?

◀ Previous ▶ Next Print... History

Date: 07/31/2001 Entry No.: O.B. Asset

Account	Debit	Credit	Memo	Name	Class
1400 - Fixed A...	931.40				
		931.40			

Save & Close Save & New Clear

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## STARTING OUT

### Opening Balances / Asset Accounts

- In the **Account** column, choose the next **asset account** that appears on your **Worksheet** and enter the balance in the appropriate debit or credit column.

**General Journal Entry** [How Do I?] [Print...] [History]

Date: 07/31/2001 Entry No.: O.B. Asset

Account	Debit	Credit	Memo	Name	Class
1400 - Fixed A...	931.40				
		931.40			

< Add New >

- 1000 - Checking Bank
- 1010 - General Bank
- 1020 - Protestant Bank
- 1030 - Catholic Bank
- 1100 - Savings Bank
- 1110 - General Bank
- 1120 - Protestant Bank
- 1130 - Catholic Bank
- 1200 - Petty Cash Bank
- 1201 - Accounts Receivabl Accounts Receivable
- 1400 - Fixed Assets Fixed Asset
- 1410 - General Fixed Asset
- 1410.1 - Advent Wre Fixed Asset
- 1410.2 - Olympus Dig Fixed Asset
- 1420 - Protestant Fixed Asset
- 1420.1 - Choir Robes Fixed Asset
- 1430 - Catholic Fixed Asset
- 1430.1 - Processiona Fixed Asset

Save & Close Save & New Clear

[supplies guaranteed to work with QuickBooks.](#)

**General Journal Entry** [How Do I?] [Print...] [History]

Date: 07/31/2001 Entry No.: O.B. Asset

Account	Debit	Credit	Memo	Name	Class
1400 - Fixed A...	931.40				
1400 - Fixe...	4,282.22				

Save & Close Save & New Clear

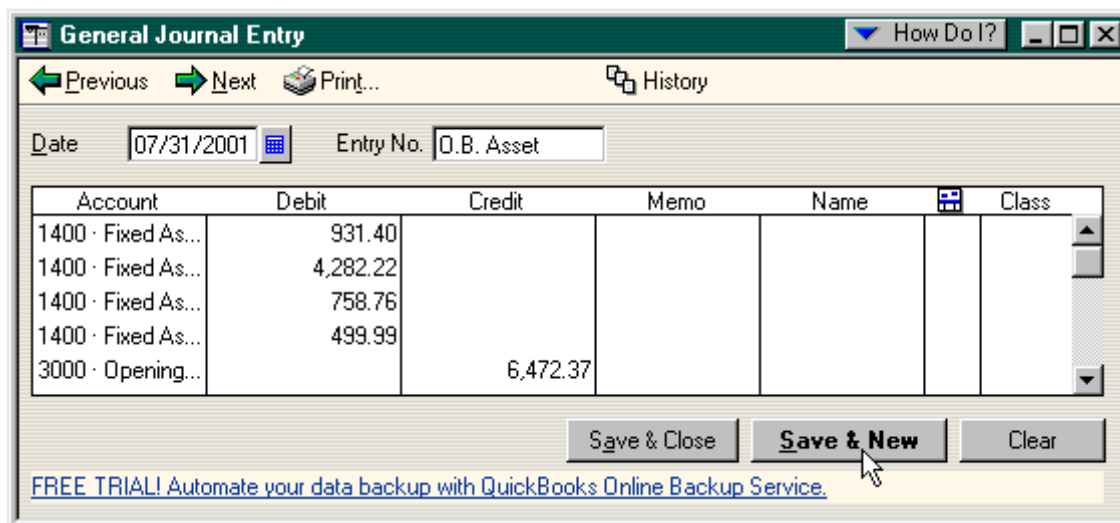
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- Repeat the above steps for each Asset account that shows up on your **Worksheet**. **Do not include any Bank accounts.**
- When all of the asset accounts and balances have been entered, tab to the last **account** field in the journal entry, an amount should appear in either the debit or credit column on that last line. (This will most likely be a credit.)
- In the account column, select the **Opening Balance Equity** account.

## STARTING OUT

### Opening Balances / Asset Accounts

- Click **Save & Next** to record this entry and to generate a blank journal entry screen, or **Save & Close** to record the entry and close the journal entry screen.



Account	Debit	Credit	Memo	Name	Class
1400 · Fixed As...	931.40				
1400 · Fixed As...	4,282.22				
1400 · Fixed As...	758.76				
1400 · Fixed As...	499.99				
3000 · Opening...		6,472.37			

Save & Close   **Save & New**   Clear

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**NOTE:** In order to **increase** the balance of an Asset Account the amount is entered in the **debit** column of the journal entry; to **decrease** the balance the amount is entered in the **credit** column of the journal entry. Asset account balances will normally show in the debit column. Contra-asset accounts, such as depreciation will have balances in the credit column.

## STARTING OUT Opening Balances / Liability Accounts — IMPAC Credit Card

### Liability Accounts – IMPAC Credit Card

The only liability account in the Chart of Accounts is the **IMPAC Credit Card** account. The **Transaction Detail by Account Report** is used for entering the balances for the **IMPAC Credit Card** account from your old file. Before entering any data into QuickBooks, complete the [Starting Out Worksheet](#) for liability – **IMPAC Credit Card Account**.

### Worksheet Tasks

#### Enter Worksheet Information:

- Enter the name of each IMPAC sub-account that will be used in the new data file. **DO NOT** enter any **Accounts Payable** accounts that you may have. They will be entered in another section.
- Enter the Vendor Name in **Purchased From**, the **Transaction Date** and the appropriate **Class**.
- Enter the amount of the transaction. An amount charged will show as a negative amount in the Transaction Detail by Account Report and entered in the Charge Amount column. A payment will show as a positive amount and entered in the Credit Amount column.

### Worksheet Example

In this example, there is an amount of \$400.00 in the Parent Account (#2500 IMPAC). We will have to decide what Sub-Account this will be tracked to in our new data file. In this example, the decision is made to track the \$400.00 to the cardholder, H. Lewis (sub-account 2510.1) in the 2510 General IMPAC account.

### Liability Accounts – IMPAC Credit Card

IMPAC Sub-Account	Purchased From (Vendor Name)	Transaction Date	Class	Charge Amount	Credit Amount
2510 General IMPAC	Officer's Club	4/1/01	1-General	250.00	
2510 General IMPAC: 2510.1 H. Lewis	Care Notes	4/1/01	1-General	400.00	
2520 Protestant IMPAC	Holmes Music	4/9/01	2- Protestant	36.00	
2520 Protestant IMPAC	Worship Institute	4/9/01	2- Protestant	379.00	
2520 Protestant IMPAC	Wholesale Florist	4/13/01	2- Protestant	500.00	
2530 Catholic IMPAC	Oregon Catholic Press	4/10/01	3-Catholic	75.43	
2530 Catholic IMPAC	Wholesale Florist	4/10/01	3-Catholic	500.00	
2530 Catholic IMPAC	Wholesale Florist	4/13/01	3-Catholic	124.50	

### Overview

The opening balance for this credit card will consist of any unpaid charges made on the card as of your Start Date. If your last statement was paid in full and there have been no new charges on the card prior to your Start Date, your opening balance will be \$0.00 and you will not need to enter anything. If, on the other hand, there is an outstanding amount due, that amount is your opening balance along with any new charges that have been made prior to your Start Date.

If you had your IMPAC card set up in your old data file as a Credit Card account, the opening balance will show on your Trial Balance Report. If you did not have your IMPAC card set up in your old data file as a credit card account, you will need to look at your last unpaid credit card statement for your opening balance along with any new charges that have been made prior to your Start Date.

## STARTING OUT Opening Balances / Liability Accounts — IMPAC Credit Card

Due to the fact that this is an account that will be reconciled at a later date, each individual unpaid transaction will need to be entered by denominational sub-account and cardholder.

### IMPAC Account Numbers

Parent liability accounts may be added to the Chart of Accounts. Liability sub-accounts may be added to the IMPAC credit card account. The added sub-accounts will have an account number defined by adding ten (10) to the pre-existing IMPAC account number. Additional levels of sub-accounts will have an account number defined by adding a decimal point and a number from one to ninety-nine, to the pre-existing sub-account number. This will allow up to ninety-nine cardholder names to be added under each religious denomination IMPAC account.

It is suggested that sub-accounts be created under the denomination sub-accounts to identify the individual cardholders making the purchase.

### Example of IMPAC Sub-accounts:

2500 – IMPAC

2510 – General

2510.1 – Cardholder's name

2520 – Protestant

2520.1 – Cardholder's name

2530 – Catholic

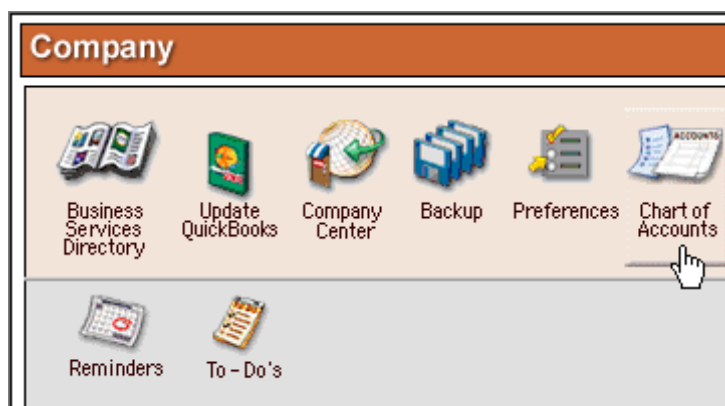
2530.1 – Cardholder's name

### Adding IMPAC Credit Card Sub-Accounts

From the **Worksheet**, it will be obvious what additional IMPAC sub-accounts need to be added to the Chart of Accounts in the Chaplain Service Data File. The only IMPAC account provided in the Chaplain Service Data File is the main IMPAC Credit Card Account. There are no inactive liability accounts. The following instructions will demonstrate how to add a sub-account for Catholic IMPAC using the criteria as the bank accounts.

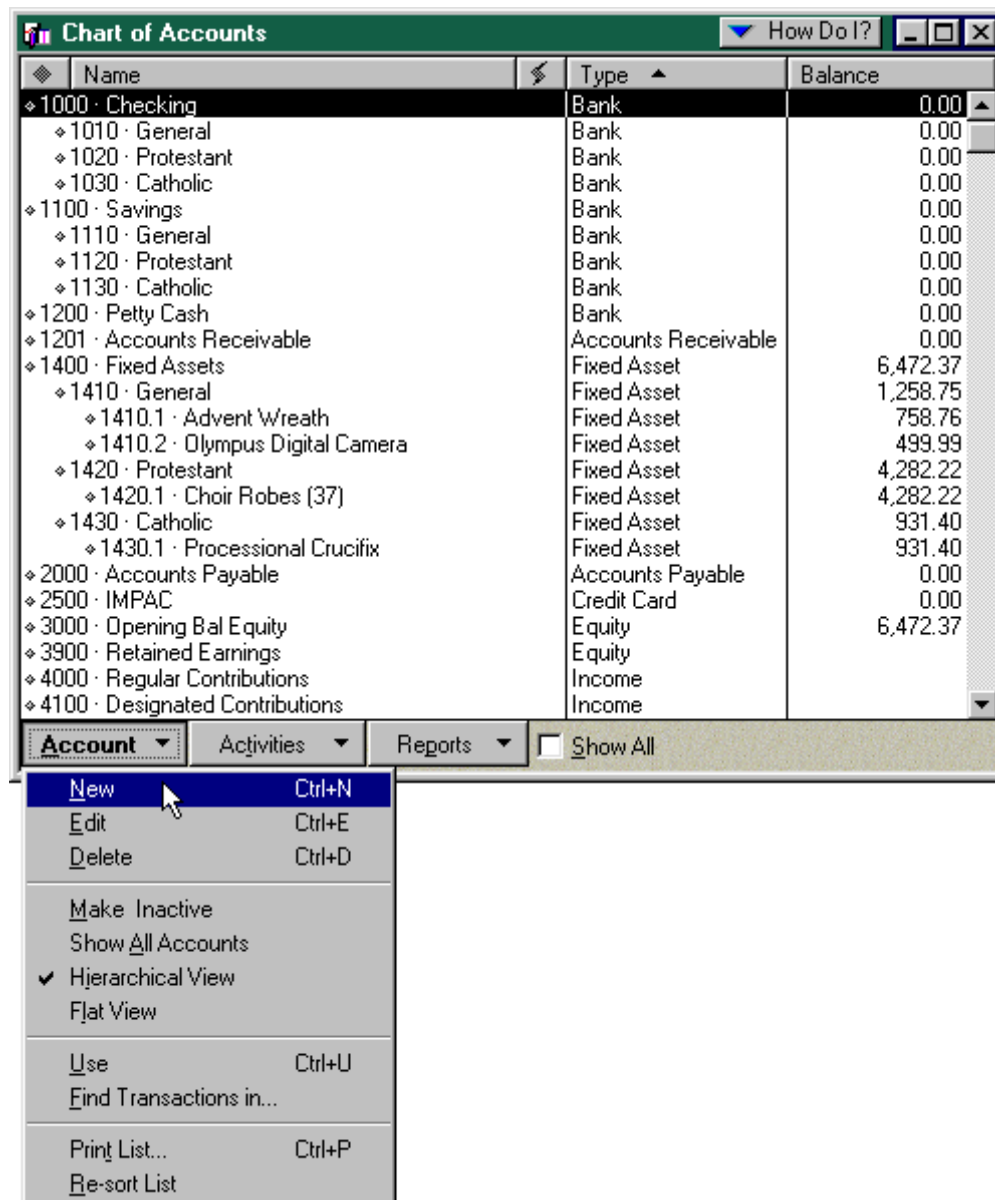
### To Add IMPAC Sub-Accounts to the Chart of Accounts:

- Open the **Chart of Accounts** window (click the **Chart of Accounts** icon in the Company Navigator).



## STARTING OUT Opening Balances / Liability Accounts — IMPAC Credit Card

- Click on the **Account** button in the bottom left corner of the **Chart of Accounts** list. Select **New** to display the **New Account** window.



## STARTING OUT Opening Balances / Liability Accounts — IMPAC Credit Card

- Select the type of liability account you wish to create. (Credit Card, Other Current Liability, or Long Term Liability)

The 'New Account' dialog box is shown with the 'Type' dropdown menu open. The menu lists various account types: Bank, Accounts Receivable, Other Current Asset, Fixed Asset, Other Asset, Accounts Payable, Credit Card (selected with a checkmark), Other Current Liability, Long Term Liability, Equity, Income, Cost of Goods Sold, Expense, Other Income, and Other Expense. The 'Number' field is empty. The 'Opening Balance' field is empty, and the 'as of' date is set to 08/15/2001. The 'Account is inactive' checkbox is unchecked. The 'How Do I?' button is visible in the top right corner.

- Enter the appropriate **account number**, account name, and additional information as needed.

The 'New Account' dialog box is shown with the following fields filled out: 'Type' is set to 'Credit Card', 'Number' is 2530, 'Name' is 'Catholic IMPAC', 'Description' is empty, 'Card No.' is empty, 'Opening Balance' is empty, and 'as of' date is 08/15/2001. The 'Subaccount of' checkbox is unchecked. The 'Account is inactive' checkbox is unchecked. The 'How Do I?' button is visible in the top right corner.



## STARTING OUT Opening Balances / Liability Accounts — IMPAC Credit Card

- Select the **Sub-account of** checkbox then select the account from the **Sub-account of** drop-down list.

The 'New Account' dialog box is shown with the following fields and options:

- Type:** Credit Card
- Number:** 2530
- Name:** Catholic IMPAC
- ☒ **Subaccount of** (dropdown menu is open showing options: < Add New >, 2500 · IMPAC, Credit Card)
- Description:** (empty field)
- Card No.:** (empty field)
- Opening Balance:** (empty field) as of **08/15/2001**
- Buttons:** OK, Cancel, Next
- ☐ **Account is inactive**

- **DO NOT** enter an Opening Balance! This will be taken care of in the **Journal Entry** step.

The 'New Account' dialog box is shown with the following fields and options:

- Type:** Credit Card
- Number:** 2530
- Name:** Catholic IMPAC
- ☒ **Subaccount of** (dropdown menu is open showing options: 2500 · IMPAC)
- Description:** (empty field)
- Card No.:** (empty field)
- Opening Balance:** (empty field with a red X over it) as of **08/15/2001**
- Buttons:** OK, Cancel, Next
- ☐ **Account is inactive**

- After you have entered all of the appropriate information, click **OK** to record the new account, or click **Next** to record the new account and then enter another.



## STARTING OUT

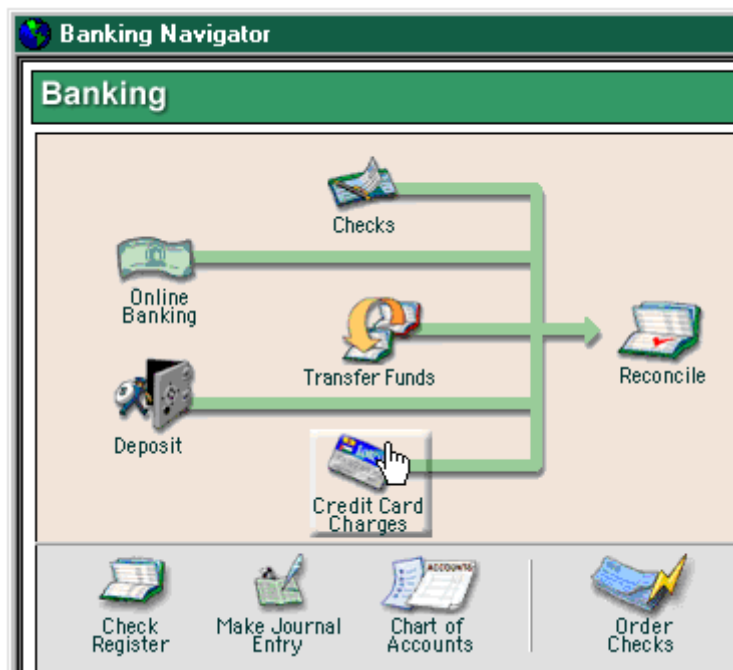
### Opening Balances / Liability Accounts — IMPAC Credit Card

#### IMPAC Credit Card Opening Balances

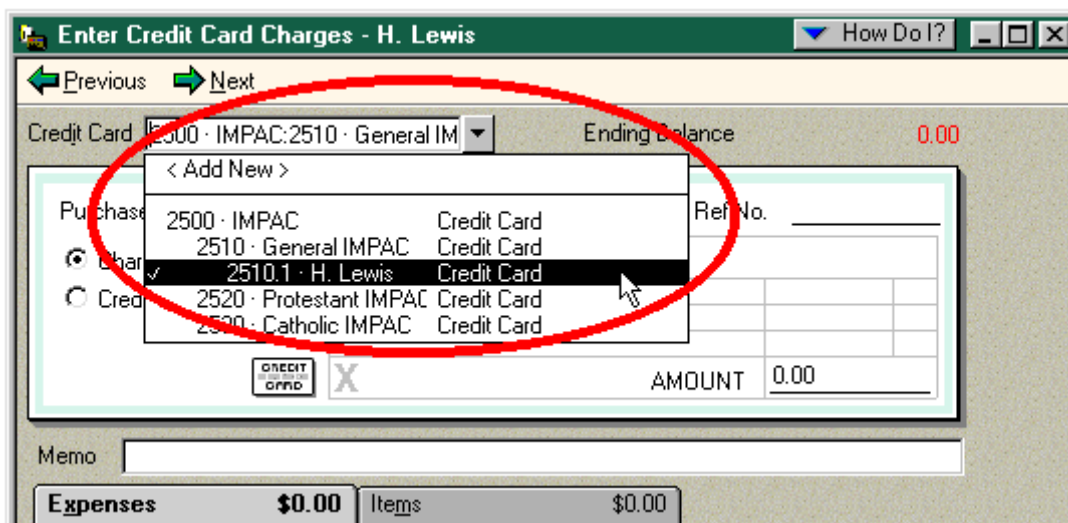
To enter your IMPAC Card Opening Balances, you will need your last unpaid statement and receipts from any charges made after that statement. Only include charges dated through the day before your start date. If you had your IMPAC card set up as a credit card account in your old data file, this information will also be available on the [Transaction Detail by Account Report](#). Each individual credit card transaction must be entered in order to reconcile the account later.

#### To Enter Credit Card Transactions:

- From the **Banking** Navigator, select the **Credit Card Charges** icon.



- Look at the first transaction to be entered and determine which denomination and cardholder this should be tracked to.
- Click on the drop-down arrow to the right of the **Credit Card** field and choose the appropriate sub-account.



## STARTING OUT

### Opening Balances / Liability Accounts — IMPAC Credit Card

- Select a name from the **Purchased From** field. (If the name is not on the drop-down list, you can quick add the name by typing in the name and pressing the **[Tab]** key or selecting **<Add New>** from the drop-down list.)

Enter Credit Card Charges - H. Lewis

How Do I?

◀ Previous    Next ▶

Credit Card: 2500 · IMPAC:2510 · General I...    Ending Balance: 0.00

Purchased From: Care Notes    Ref No.:

Charge  
Credit

Memo:

Expenses

Account	Class
✓ Care Notes	Vendor
Mindy Trapp	Vendor
North American Mission Board	Vendor
Oregon Catholic Press	Vendor
Owen's Photography	Vendor
Wholesale Florist	Vendor
Officer Smith	Other Name

Clear Splits    Recalculate    Save & Close    Save & New    Clear

- Enter a reference number if needed.

**NOTE:** The **Ref. No.** field is most often used to track the Vendors bill number.

## STARTING OUT

## Opening Balances / Liability Accounts — IMPAC Credit Card

- Confirm the **date** is correct. The date **MUST** be the original date of the transaction and must be earlier than your **Start Date**.

[illegible]

- Enter the total amount of the charge/credit in the **Amount** field and fill in the **Memo** field as needed.

Enter Credit Card Charges - H. Lewis

How Do I?

Previous Next

Credit Card 2500 · IMPAC:2510 · General I... Ending Balance 0.00

Purchased From Care Notes Ref No. 1234

☒ Charge ☐ Credit

DATE 04/01/2001

X	AMOUNT	400.00

Memo Take a memo

## STARTING OUT Opening Balances / Liability Accounts — IMPAC Credit Card

- Select the **Opening Balance Equity** account under the **Expenses** tab in the lower half of the window and enter the appropriate information in the **Amount** column. **Do NOT use the original expense account!**

**Enter Credit Card Charges - H. Lewis**

Previous Next

Credit Card: 2500 · IMPAC:2510 · General I... Ending Balance: 0.00

Purchased From: Care Notes Ref No.: 1234

Charge DATE: 04/01/2001

Credit

AMOUNT: 400.00

Memo: Take a memo

**Expenses \$400.00** Items \$0.00

Account	Amount	Memo	Customer:Job	Class
3000 · Opening Bal	400.00			
✓ 3000 · Opening Bal Equity				
3900 · Retained Earnings				
4000 · Regular Contribution				
4100 · Designated Contribu				
4200 · Organizational/Activ				
4300 · Interest Income				
4400 · Other Income				
6000 · Worship & Religious				
6010 · Environment				
6020 · Workshops				
6030 · Music				
6040 · Liturgy Supplies				
6050 · Equipment				
6060 · Supplies				
6100 · Counseling & Spiritua				
6150 · Equipment				
6190 · Other				
6200 · Pastoral Visitation				
6210 · Pastoral Literature				
6260 · Supplies				

Save & Close Save & New Clear

- In the **Memo** field, enter **O.B.** (Opening Balance) and choose the appropriate **Class**.

**Expenses \$400.00** Items \$0.00

Account	Amount	Memo	Customer:Job	Class
3000 · Opening B...	400.00	O.B.		1-General

Clear Splits Recalculate Save & Close Save & New Clear

Class dropdown menu:

- < Add New >
- ✓ 1-General
- 2-Protestant
- 3-Catholic
- 4-Jewish

## STARTING OUT Opening Balances / Liability Accounts — IMPAC Credit Card

- While entering the detail information, if you want to start over, click the **Clear Splits** button. If you find the detail information does not add up to the same amount as the total, QuickBooks will not record the transaction. If the detail amount is correct, you can click the **Recalculate** button.

The screenshot shows the 'Enter Credit Card Charges' window. At the top, 'Expenses' is \$400.00 and 'Items' is \$0.00. Below is a table with columns: Account, Amount, Memo, Customer:Job, and Class. The first row shows '3000 · Opening Bal E...' with an amount of 400.00 and memo 'O.B.', under the class '1-General'. At the bottom, there are buttons: 'Clear Splits', 'Recalculate', 'Save & Close', 'Save & New', and 'Clear'. The 'Clear Splits' and 'Recalculate' buttons are circled in red.

Account	Amount	Memo	Customer:Job	Class
3000 · Opening Bal E...	400.00	O.B.		1-General

- After you have entered the credit card charge correctly, click the **Save & Close** button to record the charge or click the **Save & New** button to record the charge and enter another.

The screenshot shows the 'Enter Credit Card Charges' window. At the top, 'Expenses' is \$400.00 and 'Items' is \$0.00. Below is a table with columns: Account, Amount, Memo, Customer:Job, and Class. The first row shows '3000 · Opening Bal E...' with an amount of 400.00 and memo 'O.B.', under the class '1-General'. At the bottom, there are buttons: 'Clear Splits', 'Recalculate', 'Save & Close', 'Save & New', and 'Clear'. The 'Save & New' button is highlighted with a mouse cursor.

Account	Amount	Memo	Customer:Job	Class
3000 · Opening Bal E...	400.00	O.B.		1-General

Continue until all unpaid IMPAC charges have been entered. Check the total against your **Trial Balance Report**.

## STARTING OUT

### Opening Balances / Income Accounts

#### Income Accounts

The **Trial Balance Report** and the **Denominational Income & Expense Report** are used for entering the balances for the **Income Accounts** from your old file. Before entering any data, complete the **Starting Out Worksheet** for income accounts.

**IMPORTANT NOTE:** If you chose a **Start Date** of October 1, 2001, this is the beginning of your **Fiscal Year**. No Income or Expense Account Opening Balances will need to be entered, as those amounts are \$0.00 as of October 1st.

#### Worksheet Tasks

##### Enter Worksheet Information:

- Enter the name of each income account from the **Trial Balance Report** from the **Old Data File**.
- If it is necessary to have any account tracked as a different account in the new Chart of Accounts, enter the old and new name. Enter the appropriate parent account name.
- Enter the **Class** from the data in either one of these reports. If neither report shows the denomination that the income was tracked to, you must determine the proper denomination from other records that were kept. If there are no records, enter the income into the **General Class**.
- Select the appropriate debit or credit column and enter the amount. The trial balance report will indicate whether the balance is a debit or credit. Income is normally a credit balance. A debit balance would indicate a contra-income account and would show as a negative amount on the **Denominational Income & Expense Report**.

#### Worksheet Example

In this example, there are no sub-accounts to be added.

#### Income Accounts

Old Name	New Name	Parent Account	Class	Debit	Credit
4000 Regular Contributions	4000 Regular Contributions		Protestant		2,500.00
4100 Designated Contributions	4100 Designated Contributions		Protestant		300.00
4200 Organizational/ Activity	4200 Organizational/		Protestant		422.00
4300 Interest Income	4300 Interest Income		Protestant		52.00

#### Adding Income Sub-Accounts

From the **Worksheet**, it will be obvious what income sub-accounts need to be added, if any, to the Chart of Accounts in the **Chaplain Service Data File**. There are no inactive income accounts.

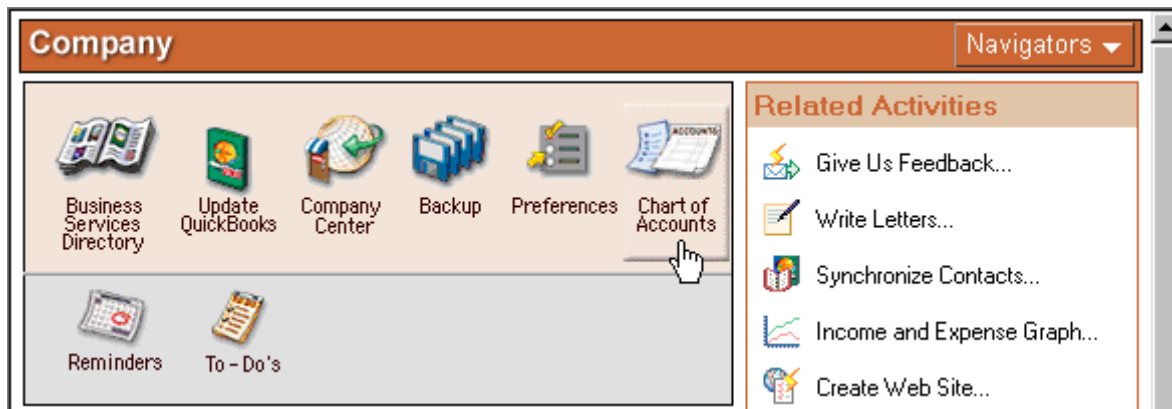


## STARTING OUT

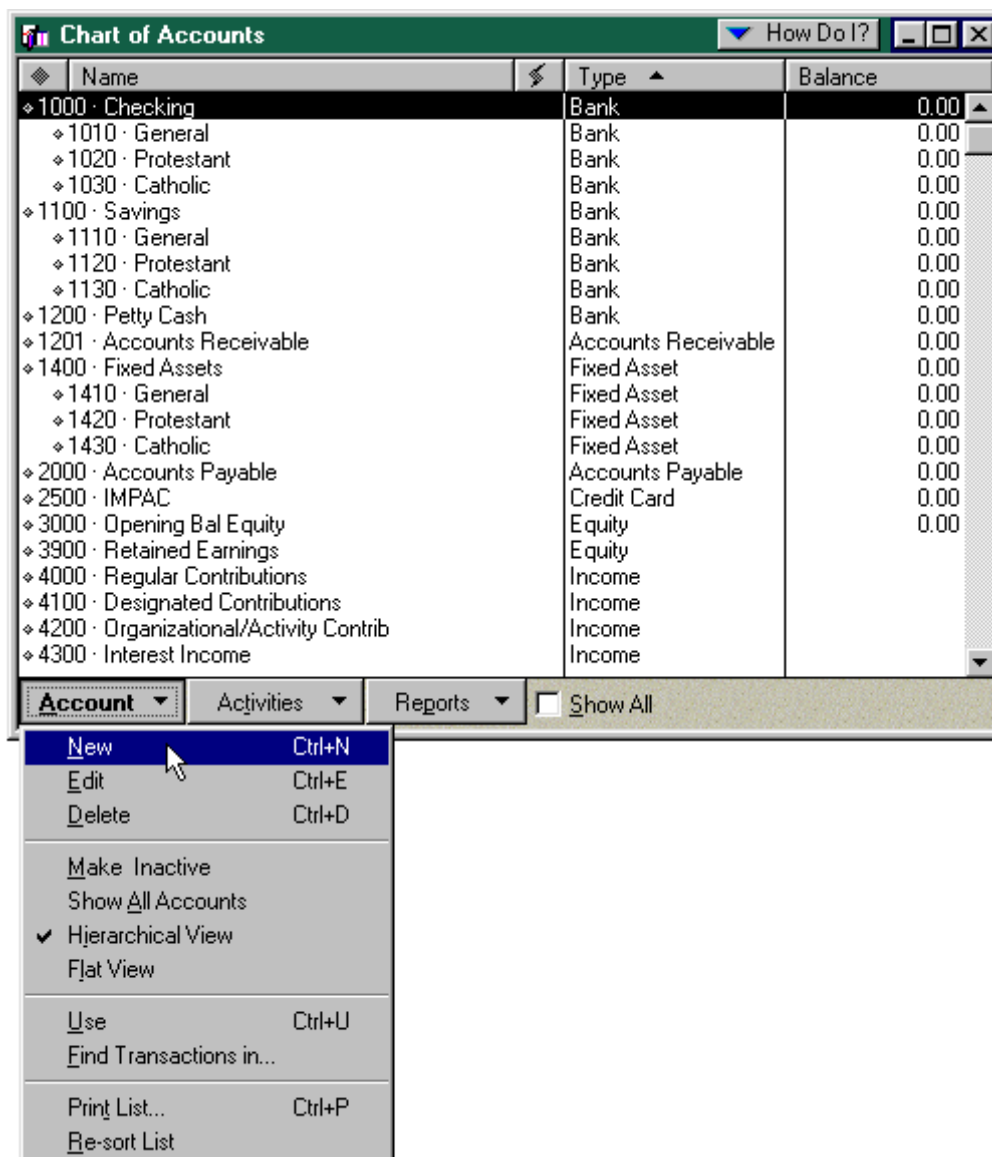
### Opening Balances / Income Accounts

To Add Income Sub-Accounts to the Chart of Accounts:

- Open the **Chart of Accounts** window (click the **Chart of Accounts** icon in the Company Navigator).



- Click on the **Account** button in the bottom left corner of the **Chart of Accounts** list. Select **New** to display the **New Account** window.



## STARTING OUT

## Opening Balances / Income Accounts

The 'New Account' dialog box is shown with the 'Type' dropdown set to 'Bank'. The 'Number' field is empty. The 'Name' field is empty. The 'Subaccount of' checkbox is unchecked, and the dropdown next to it is empty. The 'Description' field is empty. The 'Bank Acct. No.' field is empty. The 'Opening Balance' field is empty, and the 'as of' date is set to '08/15/2001'. The 'Account is inactive' checkbox is unchecked. The 'OK', 'Cancel', and 'Next' buttons are visible on the right.

- Select **Income** as the type of account you wish to create.

The 'New Account' dialog box is shown with the 'Type' dropdown menu open. The 'Income' option is selected and highlighted. The 'Number' field is empty. The 'Name' field is empty. The 'Subaccount of' checkbox is unchecked, and the dropdown next to it is empty. The 'Description' field is empty. The 'Bank Acct. No.' field is empty. The 'Opening Balance' field is empty, and the 'as of' date is set to '08/15/2001'. The 'Account is inactive' checkbox is unchecked. The 'OK', 'Cancel', and 'Next' buttons are visible on the right.

- Enter the appropriate account number, account name, and additional information as needed.
- Select the **Sub-account of** checkbox then select the account from the **Sub-account of** drop-down list.
- After you have entered all of the appropriate information, click **OK** to record the new account, or click **Next** to record the new account and then enter another.

**NOTE:** There are no **Income Sub-Accounts** added to the **Chart of Accounts** as part of this exercise.



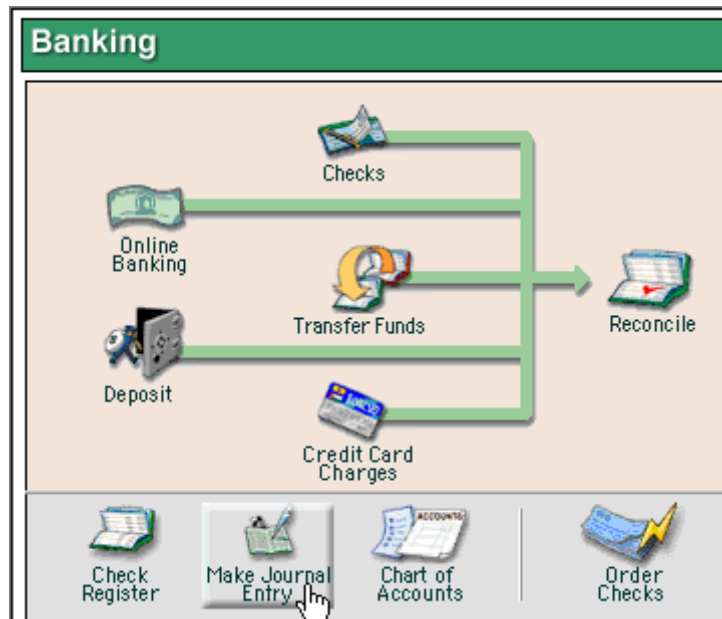
## STARTING OUT

### Opening Balances / Income Accounts

#### Income Account Journal Entry

To Create a Journal Entry for Income Account Opening Balances:

- From the **Banking Navigator**, click the **Make Journal Entry** icon.



- Set the **Date** of the Journal Entry to the day before your **Start Date**. Press **TAB**. (Use **TAB** to move from field to field when entering each account.)
- In the **Entry No.** Field, type in **O.B. Income** (Opening Balance Income).

The image shows the 'General Journal Entry' window. At the top, there are buttons for 'Previous', 'Next', 'Print...', and 'History'. Below these, the 'Date' field is set to '07/31/2001' and the 'Entry No.' field is set to 'O.B. Income'. The main area is a table with columns: Account, Debit, Credit, Memo, Name, and Class. The table is currently empty. At the bottom, there are buttons for 'Save & Close', 'Save & New', and 'Clear'. A footer message reads: 'TurboTax can help you save time and money.'

Account	Debit	Credit	Memo	Name	Class

- In the **Account** column of the journal entry click on the arrow to display a drop-down menu.

## STARTING OUT

### Opening Balances / Income Accounts

- In the drop-down menu, select the first income account in the **Worksheet**.

The screenshot shows the 'General Journal Entry' window. At the top, there are navigation buttons: 'Previous', 'Next', 'Print...', and 'History'. Below these, the 'Date' is set to '07/31/2001' and the 'Entry No.' is 'O.B. Income'. The main table has columns: 'Account', 'Debit', 'Credit', 'Memo', 'Name', and 'Class'. A dropdown menu is open under the 'Account' column, showing a list of accounts. The first account, '4000 · Regular Contribution Income', is selected and highlighted. Other accounts include '3000 · Opening Bal Equity', '3900 · Retained Earnings', '4100 · Designated Contribu', '4200 · Organizational/Activ', '4300 · Interest Income', '4400 · Other Income', '6000 · Worship & Religious', '6100 · Counseling & Spiritua', '6200 · Pastoral Visitation', '6300 · Contingency Ministry', '6400 · Religious Instruction', '6500 · Group Care & Renew', '6600 · Quality of Life Conce', '6700 · Lay Programs', '6800 · Humanitarian', '6900 · Financial Program S', '7000 · Community Observa', '7100 · Public Relations', and '7200 · Miscellaneous'. At the bottom of the window, there are three buttons: 'Save & Close', 'Save & New', and 'Clear'.

- Tab over to the **Debit** column to enter a debit balance or to the **Credit** column to enter a credit balance. Enter the amount as shown on your **Worksheet**, in the appropriate column – debit or credit.

The screenshot shows the 'General Journal Entry' window after the entry has been made. The 'Date' is still '07/31/2001' and the 'Entry No.' is 'O.B. Income'. In the table, the 'Account' column shows '4000 · Reg...' and the 'Credit' column contains the value '2,500.00'. The 'Debit' column is empty. The 'Memo', 'Name', and 'Class' columns are also empty. At the bottom, there are three buttons: 'Save & Close', 'Save & New', and 'Clear'. A footer message at the bottom of the window reads: 'TurboTax can help you save time and money.'

## STARTING OUT

### Opening Balances / Income Accounts

- Tab to the **Class** column and select the correct denomination as indicated on the Worksheet.

The screenshot shows the 'General Journal Entry' window. At the top, there are navigation buttons: Previous, Next, Print..., and History. Below these, the Date is set to 07/31/2001 and the Entry No. is O.B. Income. The main table has columns: Account, Debit, Credit, Memo, Name, and Class. The first row shows '4000 - Reg...' in the Account column, '2,500.00' in the Credit column, and '2-Prot' in the Class column. A dropdown menu is open for the Class column, showing options: '< Add New >', '1-General', '✓ 2-Protestant', '3-Catholic', and 'Revert'. The '2-Protestant' option is selected. At the bottom, there are buttons for 'Save & Close', 'Save & New', and 'Revert'. A footer link says 'Build a professional Web site in five easy steps.'

- Tab to the next line in the **Account** column. You will notice that the amount entered in the first line shows up in the opposite column on the next available line; this amount will be assigned after the last balance has been entered in the journal entry. **Do not alter this number.**

The screenshot shows the 'General Journal Entry' window after the second line has been added. The first line remains: '4000 - Regular...' in the Account column, '2,500.00' in the Credit column, and '2-Prot...' in the Class column. The second line shows '2,500.00' in the Debit column. The Class column for the second line is empty. The buttons at the bottom are 'Save & Close', 'Save & New', and 'Revert'. The footer link is the same as in the previous screenshot.

## STARTING OUT

### Opening Balances / Income Accounts

- In the **Account** column, choose the next income account that appears on your **Worksheet**. Enter the balance in the appropriate debit or credit column, and the denomination in the **Class** column.

**General Journal Entry** How Do I? [?] [X]

◀ Previous ▶ Next Print... History

Date: 07/31/2001 Entry No.: O.B. Income

Account	Debit	Credit	Memo	Name	Class
4000 · Regular...		2,500.00			2-Prot...
4100 · Desi...		300.00			2-Prot
< Add New >					
1-General					
✓ 2-Protestant					
3-Catholic					

Save & Close Save & New

[Build a professional Web site in five easy steps.](#)

- Repeat the above steps for each income account that shows up on your **Worksheet**.
- When all of the income accounts and balances have been entered, tab to the last **account** field in the journal entry, an amount should appear in either the debit or credit column on that last line.
- In the account column, select the **Opening Balance Equity** account.

**General Journal Entry** How Do I? [?] [X]

◀ Previous ▶ Next Print... History

Date: 07/31/2001 Entry No.: O.B. Income

Account	Debit	Credit	Memo	Name	Class
4200 · Organiz...		422.00			2-Prot...
4300 · Interest ...		52.00			1-Gen...
3000 · Openi	3,274.00				
✓ 3000 · Opening Bal Equity					

Save & Close Save & New Revert

3900 · Retained Earnings Equity  
 4000 · Regular Contribution Income  
 4100 · Designated Contribu Income  
 4200 · Organizational/Activ Income  
 4300 · Interest Income Income  
 4400 · Other Income Income  
 6000 · Worship & Religious Expense  
 6010 · Environment Expense  
 6020 · Workshops Expense  
 6030 · Music Expense  
 6040 · Liturgy Supplies Expense  
 6050 · Equipment Expense  
 6060 · Supplies Expense  
 6100 · Counseling & Spiritua Expense  
 6150 · Equipment Expense  
 6190 · Other Expense  
 6200 · Pastoral Visitation Expense  
 6210 · Pastoral Literature Expense  
 6260 · Supplies Expense

## STARTING OUT

### Opening Balances / Income Accounts

- Click **Save & Next** to record this entry and to generate a blank journal entry screen, or **Save & Close** to record the entry and close the journal entry screen.

The screenshot shows the 'General Journal Entry' window. At the top, there are buttons for 'Previous', 'Next', 'Print...', and 'History'. Below these, the 'Date' is set to '07/31/2001' and the 'Entry No.' is 'O.B. Income'. The main table has columns for 'Account', 'Debit', 'Credit', 'Memo', 'Name', and 'Class'. The table contains three entries:

Account	Debit	Credit	Memo	Name	Class
4200 · Organiz...		422.00			2-Prot...
4300 · Interest ...		52.00			1-Gen...
3000 · Openin...	3,274.00				

At the bottom of the window, there are three buttons: 'Save & Close', 'Save & New', and 'Revert'. A mouse cursor is pointing at the 'Save & Close' button. Below the buttons, there is a link: 'Build a professional Web site in five easy steps.'

**NOTE:** In order to **increase** the balance of an income account the amount is entered in the **credit** column of the journal entry; to **decrease** the balance the amount is entered in the **debit** column of the journal entry. Income account balances will normally show in the credit column.

## STARTING OUT

### Opening Balances / Expense Accounts

#### Expense Accounts

The **Trial Balance Report** is also used for entering the balances for the **Expense Accounts** from your old file. Before entering any data into the **New CS Data File**, complete the **Starting Out Worksheet** for Expense accounts.

**IMPORTANT NOTE:** If you chose a **Start Date** of October 1, 2001, this is the beginning of your **Fiscal Year**. No Income or Expense Account Opening Balances will need to be entered, as those amounts are \$0.00 as of October 1st.

#### Worksheet Tasks

##### Enter Worksheet Information:

- Enter the name of each expense account from the **Trial Balance Report** from the **Old Data File**.
- If it is necessary to have any account tracked as a different account in the new Chart of Accounts, enter the old and new name. Enter the appropriate parent account name.
- Enter the **Class** from the information in either one of these reports. If neither report shows the denomination that the expense was tracked to, you must determine the proper denomination from other records that were kept. If there are no records, enter the expense into the **General Class**.
- Select the appropriate debit or credit column and enter the amount. The **Trial Balance Report** will indicate whether the balance is a debit or credit. Expense is normally a debit balance. A credit balance would indicate a contra-expense account and would show as a negative amount on the **Denominational Income & Expense Report**.

**NOTE:** If expenses were tracked to denominations using **Classes** in the previous data file, check the **Denominational Income & Expense Report** to determine the Class for each entry on your Worksheet. If different Classes were used in one transaction, such as a Check written with the purchase split between different denominations, the split amounts will be shown on the **Denominational Income & Expense**

#### Worksheet Example

In this example, there are some accounts that retain the same number as in the previous data file, and some that have new numbers. The numbering is based on the criteria described in **Account Numbers**. Also, please notice the 2nd and 4th entries are split amounts for different denominations in one transaction. (You may or may not have this situation.)

#### Expense Accounts

Old Name	New Name	Parent Account	Class	Debit	Credit
6000 Worship & Religious Observance	6010 Environment	6000 Worship & Religious Observance	Catholic	124.50	
6010 Environment	6010 Environment	6000 Worship & Religious Observance	Catholic Protestant	500.00 500.00	
6060 Workshops	6020 Workshops	6000 Worship & Religious Observance	Protestant	379.00	
6040 Music	6030 Music	6000 Worship & Religious Observance	Catholic Protestant	75.43 36.00	
6020 Liturgy Supplies	6040 Liturgy Supplies	6000 Worship & Religious Observance	Catholic	874.50	
6000-1 Equipment	6050 Equipment	6000 Worship & Religious Observance	General	537.00	



## STARTING OUT

### Opening Balances / Expense Accounts

#### Adding Expense Sub-Accounts

From the **Worksheet**, it will be obvious what additional expense sub-accounts need to be added, if any, to the **Chart of Accounts** in the **New CS Data File**. There are no inactive expense accounts.

**NOTE:** Only expense sub-accounts may be added. Do not add or change the main expense accounts provided in the Chart of Accounts.

#### To Add Expense Sub-Accounts to the Chart of Accounts:

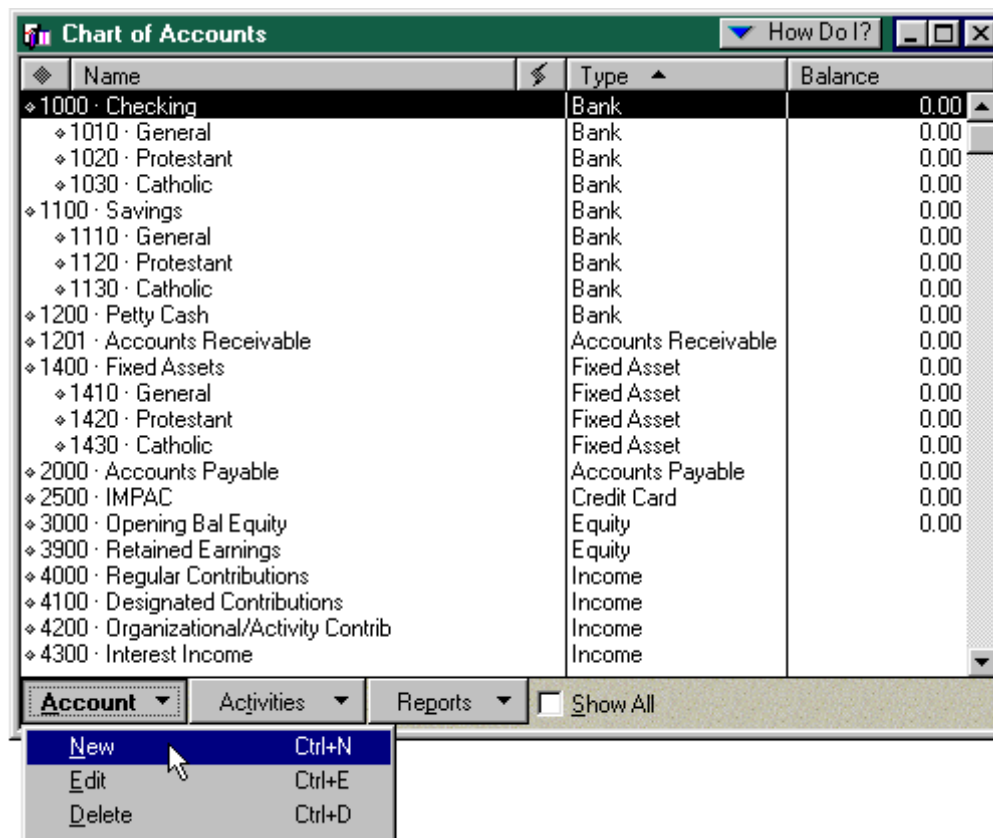
- Open the **Chart of Accounts** window (click the **Chart of Accounts** icon in the Company Navigator).



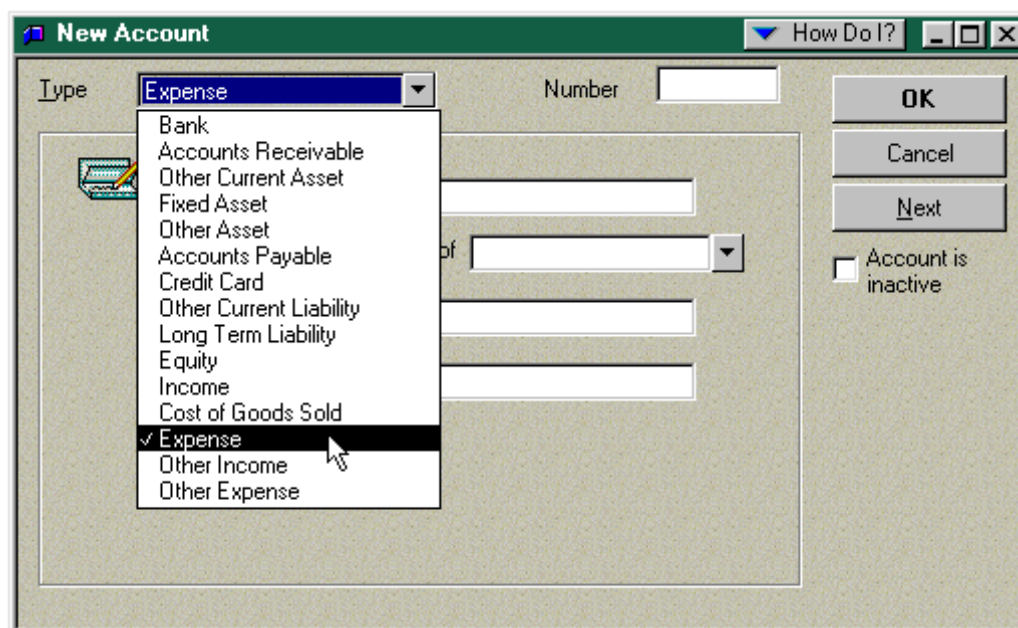
## STARTING OUT

### Opening Balances / Expense Accounts

- Click on the **Account** button in the bottom left corner of the **Chart of Accounts** list. Select **New** to display the **New Account** window.



- Select **Expense** as the type of account you wish to create.





## STARTING OUT

### Opening Balances / Expense Accounts

- Enter the appropriate account number, account name, and additional information as needed.

**New Account** How Do I?

Type: Expense Number: 6010

Name: Environment

☐ Subaccount of: [dropdown]

Description: [text box]

Note: [text box]

☐ Account is inactive

OK Cancel Next

- If the account is a sub-account, select the **Sub-account of** checkbox then select the account from the **Sub-account of** drop-down list.

**New Account** How Do I?

Type: Expense Number: 6010

Name: Environment

☒ Subaccount of: 6000 · Worship & Religio

Description: [text box]

Note: [text box]

☐ Account is

OK Cancel Next

< Add New >

- ✓ 6000 · Worship & Religious Expense
- 6100 · Counseling & Spiritual Expense
- 6200 · Pastoral Visitation Expense
- 6300 · Contingency Ministry Expense
- 6400 · Religious Instruction Expense
- 6500 · Group Care & Renew Expense
- 6600 · Quality of Life Conce Expense
- 6700 · Lay Programs Expense
- 6800 · Humanitarian Expense
- 6900 · Financial Program S Expense
- 7000 · Community Observa Expense
- 7100 · Public Relations Expense
- 7200 · Miscellaneous Expense

## STARTING OUT

### Opening Balances / Expense Accounts

- After you have entered all of the appropriate information, click **OK** to record the new account, or click **Next** to record the new account and then enter another.

**New Account** How Do I?

Type: Expense Number: 6010

Name: Environment

☒ Subaccount of: 6000 · Worship & Religio

Description:

Note:

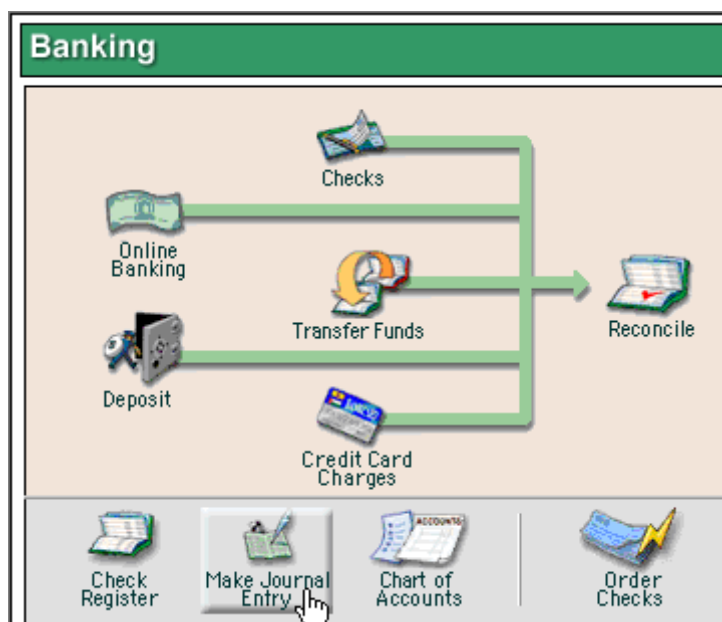
OK Cancel Next

☐ Account is inactive

### Expense Account Journal Entry

To Create a Journal Entry for Expense Account Opening Balances:

- From the **Banking Navigator**, click the **Make Journal Entry** icon.



- Set the **Date** of the Journal Entry to the day before your **Start Date**. Press **TAB**. (Use **TAB** to move from field to field when entering each account.)

## STARTING OUT

### Opening Balances / Expense Accounts

- In the **Entry No.** Field, type in **O.B. Expens** (Opening Balance Expense).

**General Journal Entry** How Do I?

◀ Previous ▶ Next Print... History

Date: 07/31/2001 Entry No.: O.B. Expens

Account	Debit	Credit	Memo	Name	Class

Save & Close Save & New Clear

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- In the **Account** column of the journal entry click on the arrow to display a drop-down menu.
- In the drop-down menu, select the first expense account in the **Worksheet**.

**General Journal Entry** How Do I?

◀ Previous ▶ Next Print... History

Date: 07/31/2001 Entry No.: O.B. Expens

Account	Debit	Credit	Memo	Name	Class
6000 · Worshi					
4000 · Regular Contribution Income					
4100 · Designated Contribu Income					
4200 · Organizational/Activ Income					
4300 · Interest Income Income					
4400 · Other Income Income					
6000 · Worship & Religious Expense					
✓ 6010 · Environment Expense					
6020 · Workshops Expense					
6030 · Music Expense					
6040 · Liturgy Supplies Expense					
6050 · Equipment Expense					
6060 · Supplies Expense					
6100 · Counseling & Spiritua Expense					
6150 · Equipment Expense					
6190 · Other Expense					
6200 · Pastoral Visitation Expense					
6210 · Pastoral Literature Expense					
6260 · Supplies Expense					
6300 · Contingency Ministry Expense					
6370 · Services Expense					

Save & Close Save & New Clear

[day or night -- as a Premier Plan member!](#)

## STARTING OUT

### Opening Balances / Expense Accounts

- Tab over to the **debit** column to enter a debit balance or to the **credit** column to enter a credit balance. Enter the amount as shown on your **Worksheet**, in the appropriate column – debit or credit.

The screenshot shows the 'General Journal Entry' window. At the top, there are navigation buttons: 'Previous', 'Next', 'Print...', and 'History'. Below these, the 'Date' is set to '07/31/2001' and the 'Entry No.' is 'O.B. Expens'. The main table has columns: 'Account', 'Debit', 'Credit', 'Memo', 'Name', and 'Class'. The first row shows '6000 · Wor...' in the 'Account' column, '124.50' in the 'Debit' column, and empty cells for 'Credit', 'Memo', 'Name', and 'Class'. At the bottom, there are buttons for 'Save & Close', 'Save & New', and 'Clear'. A footer message says: 'Get answers to your QuickBooks questions anytime -- day or night -- as a Premier Plan member!'.

- Tab to the **Class** column and select the correct denomination as indicated on the Worksheet.

This screenshot is similar to the previous one, but the 'Class' dropdown menu is open. The menu shows options: '< Add New >', '1-General', '2-Protestant', '3-Catholic' (which is selected with a checkmark), and 'Clear'. The 'Class' column in the table now displays '3-Cat'. The 'Save & Close', 'Save & New', and 'Clear' buttons are still visible at the bottom.

- Tab to the next line in the **Account** column. You will notice that the amount entered in the first line shows up in the opposite column on the next available line; this amount will be assigned after the last balance has been entered in the journal entry. **Do not alter this number.**

The screenshot shows the 'General Journal Entry' window with the second line of the journal entry. The first line remains unchanged. The second row shows an empty 'Account' column, '124.50' in the 'Credit' column, and empty cells for 'Debit', 'Memo', 'Name', and 'Class'. The 'Class' column now displays '3-Cath...'. The 'Save & Close', 'Save & New', and 'Clear' buttons are at the bottom.



## STARTING OUT

### Opening Balances / Expense Accounts

- In the **Account** column, choose the next expense account that appears on your **Worksheet**. Enter the balance in the appropriate debit or credit column, and the denomination in the **Class** column. (In this step, we have split the \$1,000.00 expense between two different denominations and that shows as two lines in the Journal Entry.)

**General Journal Entry** How Do I? [X]

◀ Previous ▶ Next Print... History

Date: 07/31/2001 Entry No.: O.B. Expens

Account	Debit	Credit	Memo	Name	Class
6000 · Worshi...	124.50				3-Cath...
6000 · Worshi...	500.00				3-Cath...
6000 · Wor...	500.00				2-Prot

< Add New >

1-General  
✓ 2-Protestant  
3-Catholic

Save & Close Save & New

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- Repeat the above steps for each expense account that shows up on your **Worksheet**.
- When all of the expense accounts and balances have been entered, tab to the last **account** field in the journal entry, an amount should appear in either the debit or credit column on that last line.
- In the account column, select the **Opening Balance Equity** account.

**General Journal Entry** How Do I? [X]

◀ Previous ▶ Next Print... History

Date: 07/31/2001 Entry No.: O.B. Expens

Account	Debit	Credit	Memo	Name	Class
7100 · Public ...	820.00				1-Gen...
7200 · Miscella...	99.00				1-Gen...
3000 · Openi		6,481.43			

1430 · Catholic Fixed Asset  
1430.1 · Processiona Fixed Asset  
2000 · Accounts Payable Accounts Payable  
2500 · IMPAC Credit Card  
2510 · General IMPAC Credit Card  
2520 · Protestant IMPAC Credit Card  
2530 · Catholic IMPAC Credit Card  
✓ 3000 · Opening Bal Equity Equity  
3900 · Retained Earnings Equity  
4000 · Regular Contribution Income  
4100 · Designated Contribu Income  
4200 · Organizational/Activ Income  
4300 · Interest Income Income  
4400 · Other Income Income  
6000 · Worship & Religious Expense  
6010 · Environment Expense  
6020 · Workshops Expense  
6030 · Music Expense  
6040 · Liturgy Supplies Expense  
6050 · Equipment Expense

Save & Close Save & New Revert

## STARTING OUT

### Opening Balances / Expense Accounts

- Click **Save & Next** to record this entry and to generate a blank journal entry screen, or **Save & Close** to record the entry and close the journal entry screen.

The screenshot shows the 'General Journal Entry' window. At the top, there are buttons for 'Previous', 'Next', 'Print...', and 'History'. Below these, the 'Date' is set to '07/31/2001' and the 'Entry No.' is 'O.B. Expens'. The main table has columns for 'Account', 'Debit', 'Credit', 'Memo', 'Name', and 'Class'. The table contains three rows of data:

Account	Debit	Credit	Memo	Name	Class
7100 · Public ...	820.00				1-Gen...
7200 · Miscella...	99.00				1-Gen...
3000 · Openin...		6,481.43			

At the bottom of the window, there are three buttons: 'Save & Close', 'Save & New', and 'Revert'. A mouse cursor is pointing at the 'Save & Close' button. Below the buttons, there is a link: 'Build a professional Web site in five easy steps.'

**NOTE:** In order to **increase** the balance of an expense account the amount is entered in the **Debit** column of the journal entry; to **decrease** the balance the amount is entered in the **Credit** column of the journal entry. Expense account balances will normally show in the debit column.

## STARTING OUT

### Opening Balances / Bank Accounts

#### Bank Accounts

At this time we will be entering the detail of each bank sub-account including the cleared balance and the outstanding checks and deposits that have not yet cleared. The opening balance for your bank accounts will not be entered through a General Journal Entry as the previous account balances have been. The opening balance will be entered first and then the outstanding checks and deposits will be entered. This will bring the balance of the account in the new data file to match your current checkbook balance. The **last bank statement** before your start date, the **Trial Balance Report**, the list of un-cleared transactions (**Transaction Detail by Account Report**) and a calculator are needed to complete this task.

First, the correct opening balance for each sub-account must be determined. The **Trial Balance Report** indicates the correct balance of each sub-account including all cleared and un-cleared transactions as of the date selected. The **Transaction Detail by Account Report** lists all the un-cleared transactions for each Bank sub-account. In order to determine the opening balance for the individual Bank sub-accounts, subtract the total of the un-cleared transactions for each sub-account from the balance shown in the Trail Balance Report for that sub-account.

#### Worksheet Example

This example is for the checking accounts. Notice that when the un-cleared transactions have withdrawals, transfers out, or checks written that exceed the deposited amounts, the figure entered will be negative and that amount is added.

Opening Balance Calculations – Bank Sub-Accounts				
Sub-Account	Account Balance from Trail Balance	-	Total of Un-cleared Transactions	Opening Balances
# <u>1010</u> General	2,000.00	-	2,000.00	0.00
# <u>1020</u> Protestant	2,774.00	-	2,774.00	0.00
# <u>1030</u> Catholic	8,375.00	-	-1,625.00	10,000.00
# <u>1040</u> Jewish	1,110.00	-	-890.00	2,000.00
		-		
		-		
<b>TOTAL OPENING BALANCES</b>	<b><i>These amounts MUST be the same!</i></b>			<b>12,000.00</b>
<b>BANK STATEMENT BALANCE</b>				<b>12,000.00</b>

#### Enter Opening Balances

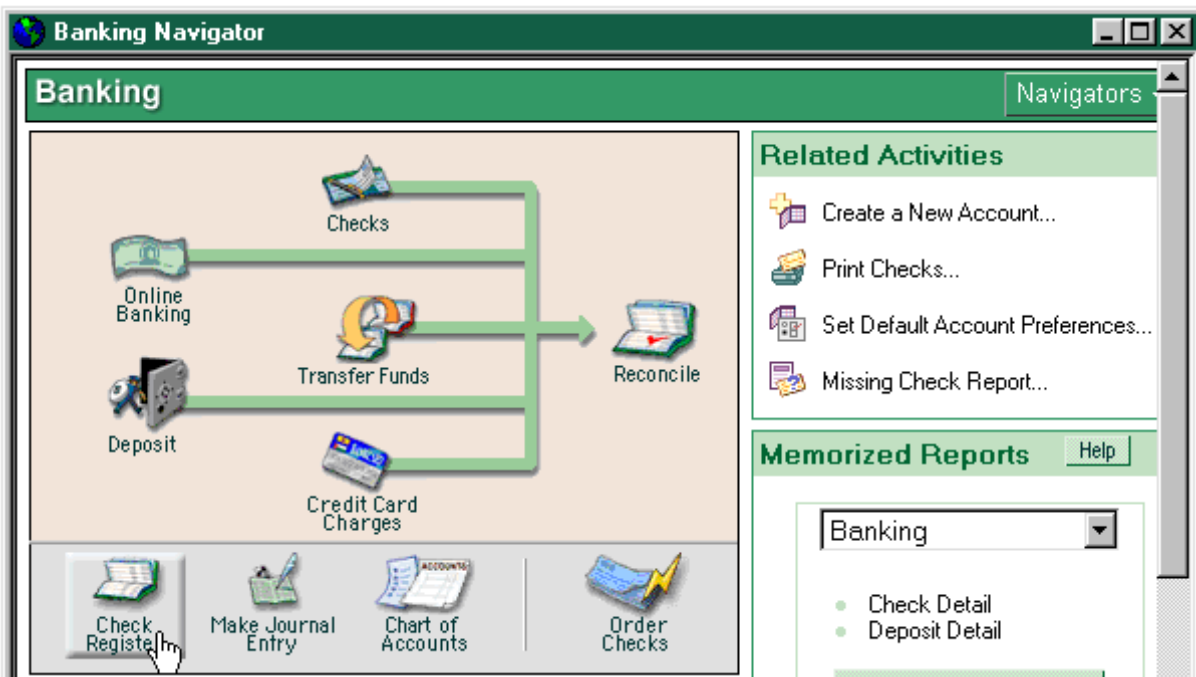
Select one of the **Checking** sub-accounts (General, Protestant, Catholic, etc.), or one of the **Savings** sub-accounts. The following steps describe the entry for the Catholic Checking sub-account.

## STARTING OUT

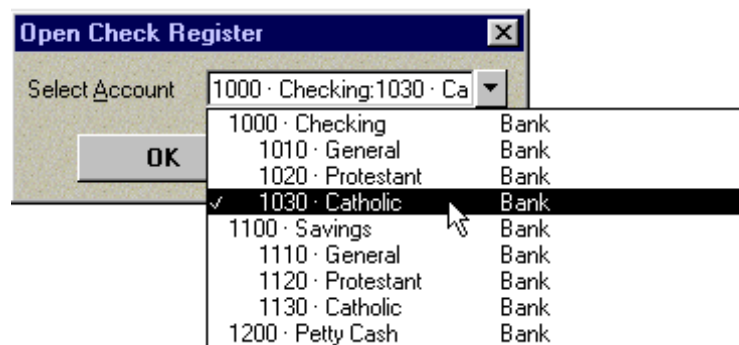
### Opening Balances / Bank Accounts

To Enter the Opening Balance:

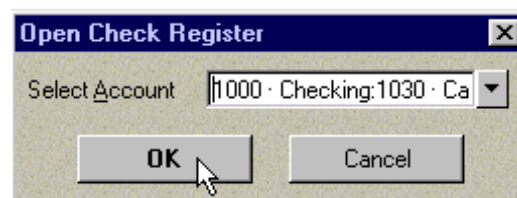
- Select **Check Register** from the **Banking Navigator**.



- In the **Open Check Register** window, choose the appropriate bank account in the **Select Account** field.



- Click **OK** to display the bank account register.



- The **date** field should be highlighted in the first blank line of the register.
- Change the date to the day before your start date.
- Tab to the **Deposit** field.



## STARTING OUT

## Opening Balances / Bank Accounts

- Enter the amount that appears in your worksheet as the **Opening Balance** for this sub-account.

1000 - Checking:1030 - Catholic

How Do I?

Go to... Print... Edit Transaction QuickReport

Date	Number	Payee	Payment	✓	Deposit	Balance
Type	Account	Memo				
07/31/2001	Number	Payee	Payment		10,000.00	
	DEP	Account	Memo			

Splits Ending balance 0.00

☐ 1-Line

Sort by Date, Type, Number/Rel

Record Restore

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- Tab to the **Account** field.
- Select the **Opening Balance Equity** account from the drop-down menu.

**1000 · Checking:1030 · Catholic** How Do I?

Go to... Print... Edit Transaction QuickReport

Date	Number	Payee	Payment	✓	Deposit	Balance
	Type	Account	Memo			
07/31/2001	Number	Payee			10,000.00	
	TRANSFR	3000 · Opening Bal E	Memo			
		1420 · Protestant	Fixed Asset			
		1420.1 · Choir Robes	Fixed Asset			
		1430 · Catholic	Fixed Asset			
		1430.1 · Processiona	Fixed Asset			
		2000 · Accounts Payable	Accounts Payable			
		2500 · IMPAC	Credit Card			
		2510 · General IMPAC	Credit Card			
		2520 · Protestant IMPAC	Credit Card			
		2530 · Catholic IMPAC	Credit Card			
		✓ 3000 · Opening Bal Equity	Equity			
		3900 · Retained Earnings	Equity			
		4000 · Regular Contribution	Income			
		4100 · Designated Contribu	Income			
		4200 · Organizational/Activ	Income			
		4300 · Interest Income	Income			
		4400 · Other Income	Income			
		6000 · Worship & Religious	Expense			
		6010 · Environment	Expense			
		6020 · Workshops	Expense			
		6030 · Music	Expense			

Ending balance 0.00

Record Restore

Splits

☐ 1-Line

Sort by Date, Type, Number

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## STARTING OUT

### Opening Balances / Bank Accounts

- Click **Record** to save the transaction.

1000 - Checking:1030 - Catholic

Go to... Print... Edit Transaction QuickReport

Date	Number	Payee	Payment	✓	Deposit	Balance
Type	Account	Memo				
07/31/2001	Number	Payee	Payment		10,000.00	
	TRANSFR	3000 - Opening Bal E	Memo			

Splits Ending balance 0.00

☐ 1-Line

Sort by Date, Type, Number/Rel

**Record** Restore

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- Type **Opening Balance** in the **Memo** field. *(Please follow these steps in the order described.)*

1000 - Checking:1030 - Catholic

Go to... Print... Edit Transaction QuickReport

Date	Number	Payee	Payment	✓	Deposit	Balance
Type	Account	Memo				
07/31/2001	Number	Payee	Payment		10,000.00	
	TRANSFR	3000 - Opening Bal ...	Opening Balance			

Splits Ending balance 0.00

☐ 1-Line

Sort by Date, Type, Number/Rel

**Record** Restore

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## STARTING OUT

### Opening Balances / Bank Accounts

- Place a checkmark in the column between **Payment** and **Deposit**; this marks the transaction as cleared.

1000 - Checking:1030 - Catholic

Go to... Print... Edit Transaction QuickReport

Date	Number	Payee	Payment	✓	Deposit	Balance
	Type	Account	Memo			
07/31/2001	Number	Payee	Payment	✓	10,000.00	
	TRANSFR	3000 - Opening Bal ...	Opening Balance			

Splits Ending balance 0.00

☐ 1-Line

Sort by Date, Type, Number/Rel

**Record** Restore

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- Click **Record** to save the transaction.

1000 - Checking:1030 - Catholic

Go to... Print... Edit Transaction QuickReport

Date	Number	Payee	Payment	✓	Deposit	Balance
	Type	Account	Memo			
07/31/2001	Number	Payee	Payment	✓	10,000.00	
	TRANSFR	3000 - Opening Bal ...	Opening Balance			

Splits Ending balance 0.00

☐ 1-Line

Sort by Date, Type, Number/Rel

**Record** Restore

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- Close this register and open the next bank sub-account register. Follow the same procedure for the other bank sub-accounts.

The new **Chaplain Service Data File** will now be updated with the cleared balance as of the last statement before your start date. When the account is reconciled with the next statement you receive, the cleared balance in your data file will match the cleared opening balance from your next statement.

## STARTING OUT

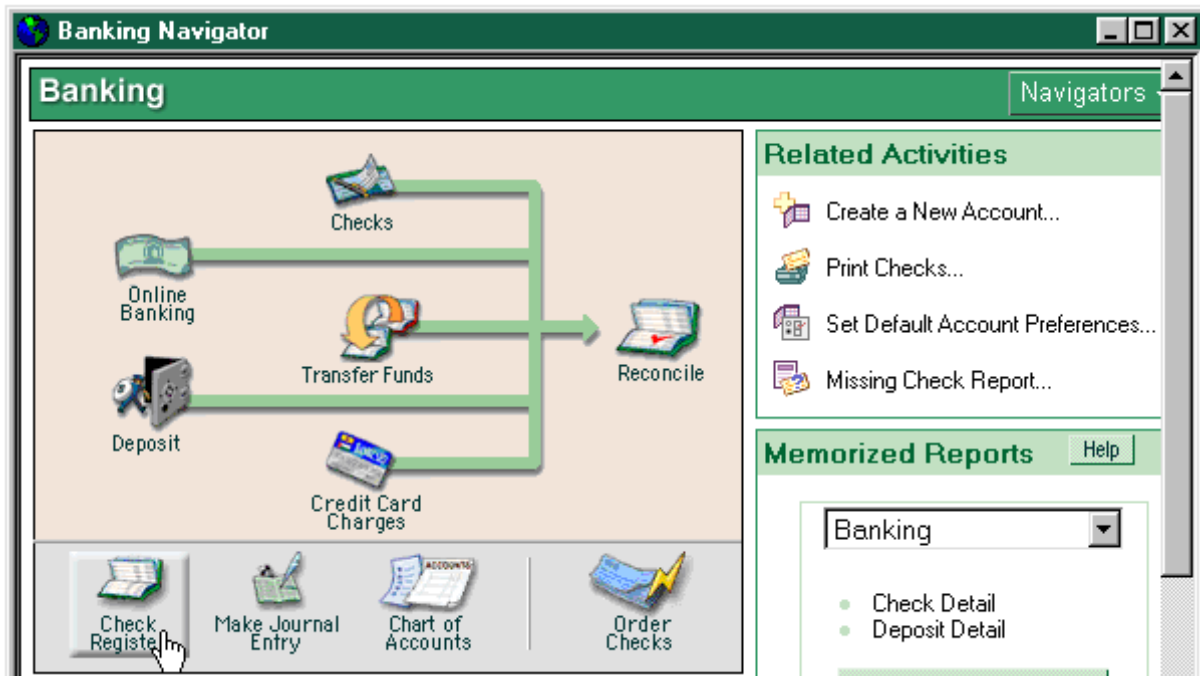
### Opening Balances / Bank Accounts

#### Entering Outstanding Checks

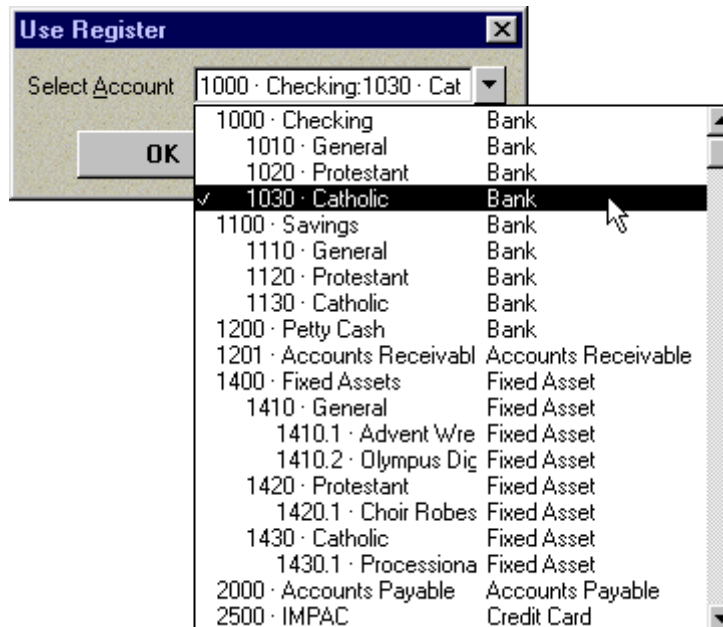
It is now necessary to enter the checks or withdrawals that have not yet cleared the bank. These transactions are listed on the [Transaction Detail by Account Report](#). Transfers that withdraw funds from the account will be entered using the same procedure.

#### To Enter Outstanding Checks:

- Select **Check Register** from the **Banking Navigator**.



- In the **Use Register** window, choose the appropriate bank sub-account in the **Select Account** field.

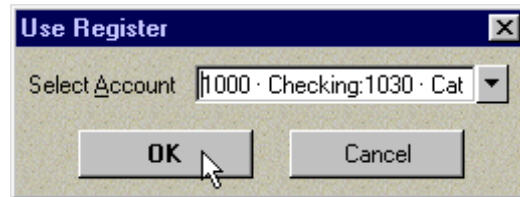




## STARTING OUT

### Opening Balances / Bank Accounts

- Click **OK** to display the bank account register.



- The **date** field should be highlighted in the first blank line of the register.
- Change the date to the date the check was written.

 A screenshot of the "1000 · Checking:1030 · Catholic" window. The window has a title bar with a dropdown menu "How Do I?" and standard window controls. Below the title bar is a toolbar with "Go to...", "Print...", "Edit Transaction", and "QuickReport". The main area is a table with columns: Date, Number, Type, Payee, Account, Memo, Payment, a checkmark column, Deposit, and Balance. The first row has the date "03/31/2001" highlighted. Below the table are buttons for "Splits", "1-Line", and "Sort by" (set to "Date, Type, Number/Rel"). At the bottom right are "Record" and "Restore" buttons. The "Ending balance" is shown as 0.00. A link at the bottom says "Get priority access to QuickBooks experts by phone by enrolling in our Premier Support Plan."

- Tab to the **Number/Type** field and enter the original check number used.
- Tab to the **Payee** field to enter the name, and then the **Payment** field to enter the amount of the first outstanding check on your list.

 A screenshot of the same "1000 · Checking:1030 · Catholic" window, but now with data entered. The first row in the table has "03/31/2001" in the Date field, "1" in the Number field, "CHK" in the Type field, "Mindy Trapp" in the Payee field, and "500.00" in the Payment field. The Deposit column shows "Deposit". The "Ending balance" remains 0.00.

## STARTING OUT

## Opening Balances / Bank Accounts

- Tab to the **Account** field and select the **Opening Balance Equity** account.

1000 - Checking:1030 - Catholic

Go to... Print... Edit Transaction QuickReport

Date	Number	Payee	Payment	✓	Deposit	Balance
Type	Account	Memo				
03/31/2001	1	Mindy Trapp	500.00		Deposit	
	CHK	3000 - Opening Bal E	Memo			

Splits Ending balance 0.00

☐ 1-Line

Sort by Date, Type, Number/Rel

**Record** Restore

[Get priority access to QuickBooks experts by phone by enrolling in our Premier Support Plan.](#)

- Click **Record** to save the transaction and move to the next blank register line.

1000 - Checking:1030 - Catholic

Go to... Print... Edit Transaction QuickReport

Date	Number	Payee	Payment	✓	Deposit	Balance
Type	Account	Memo				
03/31/2001	1	Mindy Trapp	500.00		Deposit	
	CHK	3000 - Opening Bal ...	Memo			

Splits Ending balance 0.00

☐ 1-Line

Sort by Date, Type, Number/Rel

**Record** Restore

[Get priority access to QuickBooks experts by phone by enrolling in our Premier Support Plan.](#)

- Follow the above steps for each outstanding check that needs to be recorded in the register. (Remember, to enter transfers withdrawing funds using this procedure.)

## STARTING OUT

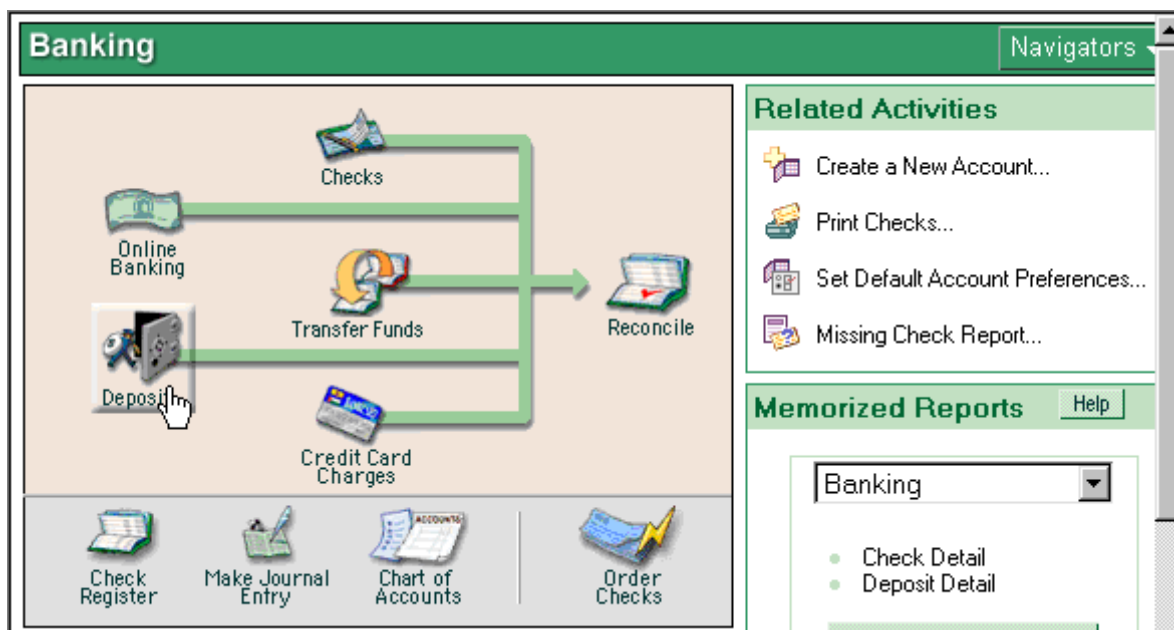
## Opening Balances / Bank Accounts

### Entering Outstanding Deposits

It is now necessary to enter the deposits that have not yet cleared the bank in order for the ending balance will match your current checkbook balance. These transactions are listed on the [Transaction Detail by Account Report](#). Transfers that increase funds in the account will be entered using the same procedure.

#### To Enter Outstanding Deposits:

- Select **Deposit** from the **Banking Navigator**.



- In the **Deposit To** field, select the appropriate bank sub-account.

The 'Make Deposits' window has a title bar with 'How Do I?' and standard window controls. It includes 'Previous', 'Next', 'Print', and 'Payments' buttons. The 'Deposit To' field is set to '1000 - Checkin' and is open, showing a list of accounts: 1000 - Checking Bank, 1010 - General Bank, 1020 - Protestant Bank, 1030 - Catholic Bank (selected), 1040 - Jewish Bank, 1100 - Savings Bank, 1110 - General Bank, 1120 - Protestant Bank, 1130 - Catholic Bank, 1200 - Petty Cash Bank, and 1201 - Accounts Receivable Accounts Receivable. The 'Date' is '06/30/2001' and the 'Memo' is 'Deposit'. Below the dropdown is a table with columns 'Received From', 'Class', and 'Amount'. At the bottom, there's a 'Deposit Subtotal' field and instructions: 'To get cash back from this deposit, enter the amount below. Indicate the account where you want this money to go, such as your Petty Cash account.' There are three input fields: 'Cash back goes to', 'Cash back memo', and 'Cash back amount'.

## STARTING OUT

### Opening Balances / Bank Accounts

- Change the **Date** to the original date of the deposit.

**Make Deposits** [How Do I?] [Print] [Payments]

Deposit To: 1000 · Chec... Date: 04/01/2001 Memo: Deposit

Click Payments to select customer payments that you have received. List any other amounts to deposit below.

- Enter **Opening Balance Deposit** in the **Memo** field.

**Make Deposits** [How Do I?] [Print] [Payments]

Deposit To: 1000 · Chec... Date: 04/01/2001 Memo: Opening Balance Depo

Click Payments to select customer payments that you have received. List any other amounts to deposit below.

- In the **From Account** column, select **Opening Balance Equity**.

**Make Deposits** [Print] [Payments]

Deposit To: 1000 · Chec... Date: 04/01/2001 Memo: Opening Balance De...

Click Payments to select customer payments that you have received. List any other amounts to deposit below.

Received From	From Account	Memo	Chk No.	Pmt Meth.	Class	Amount
	3000 · Openi					
	1420 · Protestant	Fixed Asset				
	1420.1 · Choir Robes	Fixed Asset				
	1430 · Catholic	Fixed Asset				
	1430.1 · Processiona	Fixed Asset				
	2000 · Accounts Payable	Accounts Payable				
	2500 · IMPAC	Credit Card				
	2510 · General IMPAC	Credit Card				
	2520 · Protestant IMPAC	Credit Card				
	2530 · Catholic IMPAC	Credit Card				
	✓ 3000 · Opening Bal Equity	Equity				
	3900 · Retained Earnings	Equity				
	4000 · Regular Contribution	Income				
	4100 · Designated Contribu	Income				
	4200 · Organizational/Activ	Income				
	4300 · Interest Income	Income				
	4400 · Other Income	Income				
	6000 · Worship & Religious	Expense				
	6010 · Environment	Expense				
	6020 · Workshops	Expense				
	6030 · Music	Expense				

To get cash back where you want:

Cash back amount:

[EW] [Clear]



## STARTING OUT

### Opening Balances / Bank Accounts

- Tab to the **Amount** field and enter the Amount of the outstanding deposit.

**Make Deposits** [How Do I?] [X]

← Previous → Next [Print] [Payments]

Deposit To: 1000 · Chec... Date: 04/01/2001 Memo: Opening Balance De...

Click Payments to select customer payments that you have received. List any other amounts to deposit below.

Received From	From Account	Memo	Chk No.	Pmt Meth.	Class	Amount
3000 · Ope...						45.00

- Click **Save & New** to record the transaction and get to a blank deposit window.

**Make Deposits** [How Do I?] [X]

← Previous → Next [Print] [Payments]

Deposit To: 1000 · Chec... Date: 04/01/2001 Memo: Opening Balance De...

Click Payments to select customer payments that you have received. List any other amounts to deposit below.

Received From	From Account	Memo	Chk No.	Pmt Meth.	Class	Amount
	3000 · Openin...					45.00

Deposit Subtotal 45.00

To get cash back from this deposit, enter the amount below. Indicate the account where you want this money to go, such as your Petty Cash account.

Cash back goes to: [ ] Cash back memo: [ ] Cash back amount: [ ]

Deposit Total 45.00

[Save & Close] [Save & New] [Clear]

- Follow the above steps for each outstanding deposit or transfer that needs to be entered in the **New CS Data File**.

After entering all the outstanding transactions, the account balance should match the checkbook balance for that date range. This can be verified by looking at the account balance in the Chart of Accounts. When the account is reconciled you will have the cleared balance that the bank shows and the outstanding transactions that will clear the bank on future statements. The register is only used for entering opening balances, when working with the updated file in entering your individual transactions. The [Write Checks](#) feature will be used which will be discussed in detail in later sections.

## STARTING OUT

### Opening Balances / Accounts Payable

#### Accounts Payable

As in your old data file, the Accounts Payable balance in your **New CS Data File** will be made up of each vendor open balance. It is now necessary to have the **Vendor Balance Detail Report** that was printed from the old data file. The bills listed on that report will be entered to create the vendor balances.

Vendor Balance Detail						
<div> <div>How Do I?</div> <div> <div>Modify Report...</div> <div>Memorize...</div> <div>Print...</div> <div>Excel...</div> <div>Hide Header</div> <div>Refresh</div> </div> </div>						
<div> <div>Dates</div> <div> <div>All</div> <div>From</div> <div>To</div> </div> <div>Sort By</div> <div>Default</div> </div>						
<div> <div>9:19 AM</div> <div>08/07/01</div> <div>USAF Chaplain Services - Air Base</div> <div>Vendor Balance Detail</div> <div>Accrual Basis</div> <div>All Transactions</div> </div>						
Type	Date	Item	Account	Amount	Balance	
<b>Care Notes</b>						
Bill	03/31/2001		2000 · Accounts Payable	550.00	550.00	
Bill	06/01/2001		2000 · Accounts Payable	332.00	882.00	
Total Care Notes				882.00	882.00	
<b>North American Mission Board</b>						
Bill	06/01/2001		2000 · Accounts Payable	919.00	919.00	
Total North American Mission Board				919.00	919.00	
<b>Oregon Catholic Press</b>						
Bill	03/31/2001		2000 · Accounts Payable	750.00	750.00	
Total Oregon Catholic Press				750.00	750.00	
<b>Owen's Photography</b>						
Bill	06/01/2001		2000 · Accounts Payable	526.00	526.00	
Bill	08/20/2001	4456...	2000 · Accounts Payable	99.00	625.00	
Credit	08/20/2001	4456...	2000 · Accounts Payable	-20.00	605.00	
Total Owen's Photography				605.00	605.00	
<b>TOTAL</b>				<b>3,156.00</b>	<b>3,156.00</b>	

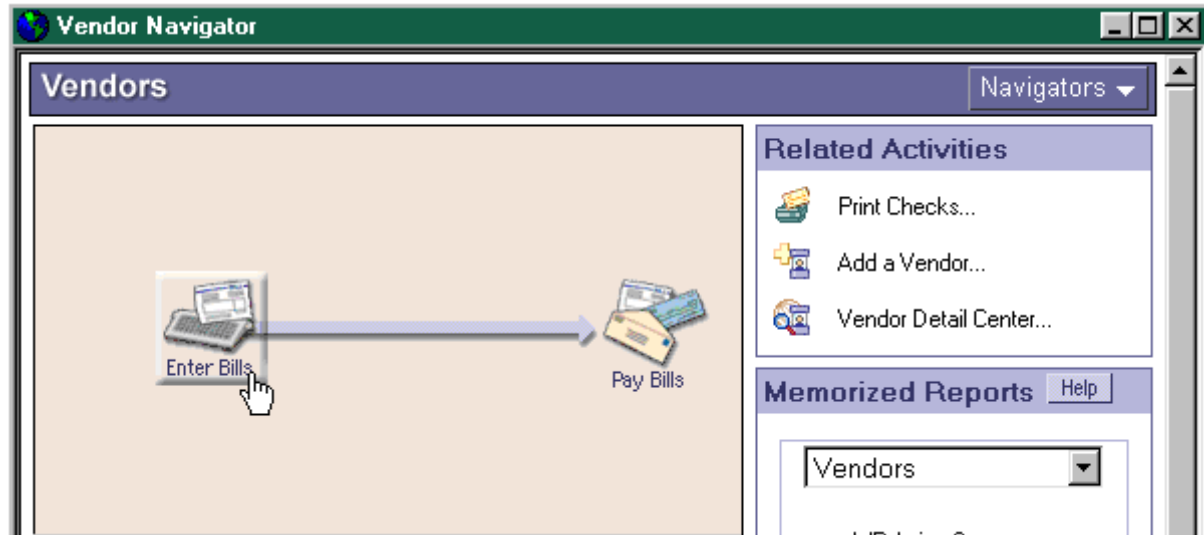
## STARTING OUT

### Opening Balances / Accounts Payable

#### Vendor Opening Balances

##### To Enter Vendor Opening Balances:

- Click the **Enter Bills** icon from the **Vendors Navigator**.



- On the **Enter Bills** screen, select the name of the first vendor that shows a balance on the report.

**Enter Bills** How Do I?

Previous Next History

☒ Bill ☐ Credit ☒ Bill Received

**Bill**

Vendor Care Notes Date 07/31/2001

Bill Due 08/10/2001

Amount Due 0.00

Terms Ref. No.

Memo

**Expenses** \$0.00 **Items** \$0.00

Account	Amount	Memo	Customer:Job	Class

Clear Splits Recalculate Save & Close **Save & New** Clear

## STARTING OUT

### Opening Balances / Accounts Payable

- In the **Date** field, enter the original date of the bill.
- In the **Amount** field, enter the amount of the bill.

The screenshot shows the 'Enter Bills' window with the 'Bill' tab selected. The 'Amount Due' field is circled in red, indicating the amount to be entered. The 'Date' field is set to 03/31/2001, and the 'Bill Due' field is set to 04/10/2001. The 'Vendor' field is set to 'Care Notes'.

- On the **Expenses** tab in the bottom section of the window, select **Opening Balance Equity** in the **Account** column.

The screenshot shows the 'Enter Bills' window with the 'Expenses' tab selected. The 'Opening Balance Equity' account is selected in the 'Account' column. The 'Amount' field is set to \$550.00, and the 'Items' field is set to \$0.00. The 'Memo' field is empty. The 'Expenses' table is shown below the 'Memo' field.

Account	Amount	Memo	Customer:Job	Class
3000 · Opening Bal	550.00			
1430 · Catholic	Fixed Asset			
1430.1 · Processiona	Fixed Asset			
2000 · Accounts Payable	Accounts Payable			
2500 · IMPAC	Credit Card			
2510 · General IMPAC	Credit Card			
2520 · Protestant IMPAC	Credit Card			
2530 · Catholic IMPAC	Credit Card			
✓ 3000 · Opening Bal Equity	Equity			
3900 · Retained Earnings	Equity			
4000 · Regular Contribution	Income			
4100 · Designated Contribu	Income			
4200 · Organizational/Activ	Income			
4300 · Interest Income	Income			
4400 · Other Income	Income			
6000 · Worship & Religious	Expense			
6010 · Environment	Expense			
6020 · Workshops	Expense			
6030 · Music	Expense			
6040 · Liturgy Supplies	Expense			
6050 · Equipment	Expense			

## STARTING OUT

### Opening Balances / Accounts Payable

- Enter Vendor Opening Balance in the **Memo** column.

The screenshot shows the 'Enter Bills' window. At the top, there are navigation buttons: 'Previous', 'Next', and 'History'. Below these are radio buttons for 'Bill' (selected) and 'Credit', and a checked box for 'Bill Received'. The main section is titled 'Bill' and contains fields for 'Vendor' (Care Notes), 'Date' (03/31/2001), 'Bill Due' (04/10/2001), 'Amount Due' (550.00), 'Terms', and 'Ref. No.'. Below this is a 'Memo' field. At the bottom, there are two summary boxes: 'Expenses \$550.00' and 'Items \$0.00'. Below these is a table with columns: 'Account', 'Amount', 'Memo', 'Customer:Job', and 'Class'. The first row of the table shows '3000 - Opening B...' in the Account column, '550.00' in the Amount column, and 'Vendor Opening Bal' in the Memo column. The Memo column is circled in red. At the bottom of the window are buttons: 'Clear Splits', 'Recalculate', 'Save & Close', 'Save & New', and 'Clear'.

- Click **Save & New** to record the transaction and move to the next blank bill.

This screenshot is similar to the previous one, showing the 'Enter Bills' window. The 'Expenses' summary box still shows \$550.00. The table row shows '3000 - Opening B...' with '550.00' in the Amount column and 'Vendor Opening ...' in the Memo column. The 'Save & New' button at the bottom right is highlighted with a mouse cursor, indicating it is about to be clicked.

- Follow the above steps to enter each vendor opening balance that appears on the report.

### Verify Balances

After entering each individual bill, the total **Accounts Payable** balance on the Chart of Accounts should be equal to the total balance from the **Vendor Balance Detail Report** and the **Trial Balance Report**.



## STARTING OUT

### Opening Balances / Accounts Payable

What if the total Accounts Payable balance is not correct after entering all the vendor balances?

- Errors in entering data. Run a Vendor Balance Detail Report in the **New CS Data File** and compare the vendors, bills and amounts to the report from the Old Data File.
- A **Write Check** was used to “pay” a bill. Of course, we all know that really doesn’t work. But it will reduced A/P and the vendor’s balance if the account used on the check was Accounts Payable. This will show up on the **Vendor Balance Detail Report** from the Old Data File as a Check.

### Vendor Balance Detail

#### All Transactions

Type	Date	Item	Account	Amount	Balance
<b>Care Notes</b>					
Bill	03/31/2001		2000 - Accounts P...	550.00	550.00
Bill	06/01/2001		2000 - Accounts P...	332.00	882.00
Check	08/24/2001	2	2000 - Accounts P...	-550.00	332.00
Total Care Notes				332.00	332.00

- To rectify this situation, simply delete the bills that were just entered in your **New CS Data File** that were paid with Checks. If the amount of the check is different than the original bill then the bill will need to be reduced by that amount. If the amount of the check is greater than the bill and a credit exists with the vendor, then you will enter the bill as a **Credit**.

## STARTING OUT

### Opening Balances / Equity Accounts

#### Equity Accounts

The last step in entering opening balances will be to adjust your equity accounts, specifically the **Opening Balance Equity** account and **Retained Earnings**. At this point, the amount remaining in the **Opening Balance Equity** account should equal the amount shown on the **Trial Balance Report** in **Retained Earnings**. This final step will move any and all funds out of the Opening Balance Equity account, to leave it at zero dollars.

**NOTE:** Some data files may have used an equity account **#3000 Fund Balance** as the **Retained Earnings** account. In that case, the amount in **Fund Balance** on the **Trial Balance Report** should equal the amount in **Opening Balance Equity**.

#### Possible Opening Balance Equity Situations

- If both amounts are zero, you can skip this section. (*You have successfully entered all your opening balances – CONGRATULATIONS!*)
- If both amounts are equal (*which is what you want*), the following instructions will walk through making the necessary Journal Entry to complete the Entering Opening Balances Section.
- If the amounts are NOT equal, you will have to figure out why! The likely situation is that one or more amounts were entered erroneously in previous steps when Entering Opening Balances. That may mean the incorrect amounts were entered, the amount was entered in the inappropriate column (debit or credit), or the wrong account was used. Whatever the case, you will have to go back to square one, re-trace your steps and verify the data entered. After you locate and correct the erroneous entries, you will be able to proceed with the following instructions.
- The last possibility is that your Old Data File had amounts in both **Fund Balance** and **Retained Earnings**, and the sum of those accounts equals the amount showing in your **New CS Data File** in **Opening Balance Equity**. The following example demonstrates how to handle this.

Proceed if the **Opening Balance Equity** account in your **New Chaplain Service Data File** is equal the amount shown on the **Trial Balance Report** in **Retained Earnings**. Before entering any data into the **New CS Data File**, complete the [Starting Out Worksheet](#) for equity accounts.

#### Worksheet Tasks

##### Enter Worksheet Information:

- Enter the name of each equity account from your current trial balance report.
- If it is necessary to have any account tracked as a different account in the new Chart of Accounts, enter the old and new name. If it is going to be a sub-account, enter the appropriate parent account name.
- Select the appropriate debit or credit column and enter the amount. The trial balance report will indicate whether the balance is a debit or credit.

#### Worksheet Example

In this example we have amounts in both Retained Earnings and Fund Balance. These amounts should equal Opening Balance Equity. Of course, they do in our example!

Old Name	New Name	Parent Account	Debit	Credit
3900 Retained Earnings	3900 Retained Earnings			5,000.00
3000 Fund Balance	3900 Retained Earnings			35,362.37
<b>Total</b>				40,362.37



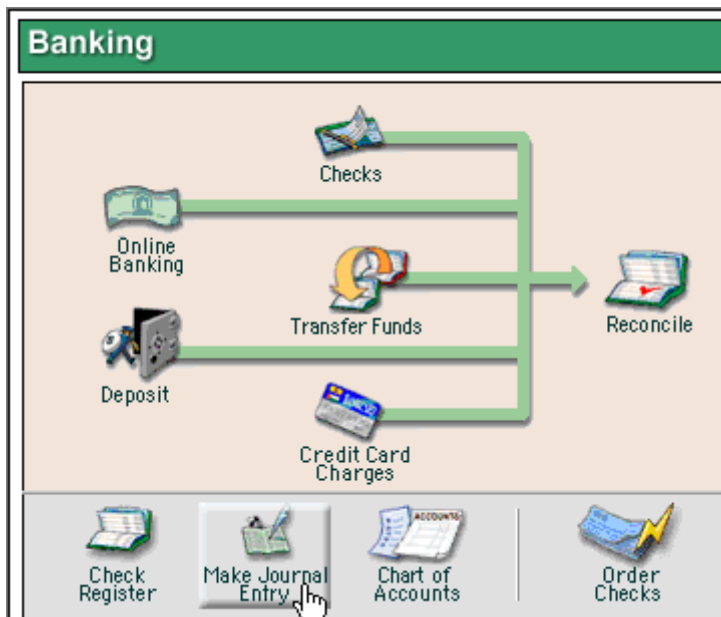
## STARTING OUT

### Opening Balances / Equity Accounts

#### Journal Entry

To Create a Journal Entry for Equity Account Opening Balances:

- From the **Banking Navigator**, click the **Make Journal Entry** icon.



- Set the **Date** of the Journal Entry to the day before your **Start Date**. Press **TAB**. (Use **TAB** to move from field to field when entering each account.)
- In the **Entry No.** Field, type in **O.B. Equity** (Opening Balance Equity).

The image shows the 'General Journal Entry' window. At the top, there are buttons for 'Previous', 'Next', 'Print...', and 'History'. Below these, the 'Date' field is set to '07/31/2001'. The 'Entry No.' field is circled in red and contains the text 'O.B. Equity'. Below the fields is a table with columns: Account, Debit, Credit, Memo, Name, and Class. The table is currently empty. At the bottom, there are buttons for 'Save & Close', 'Save & New', and 'Clear'. A footer message reads: 'Get answers to your QuickBooks questions anytime -- day or night -- as a Premier Plan member!'.

Account	Debit	Credit	Memo	Name	Class

## STARTING OUT

### Opening Balances / Equity Accounts

- In the **Account** column of the journal entry click on the arrow to display a drop-down menu.
- In the drop-down menu, select **Retained Earnings**.

The screenshot shows the 'General Journal Entry' window. At the top, there are navigation buttons: 'Previous', 'Next', 'Print...', and 'History'. Below these, the 'Date' is set to '07/31/2001' and the 'Entry No.' is 'O.B. Equity'. The main table has columns: 'Account', 'Debit', 'Credit', 'Memo', 'Name', and 'Class'. The 'Account' column has a dropdown menu open, showing a list of accounts. The account '3900 · Retained Earnings' is selected, and its class is 'Equity'. The 'Debit' column shows '0.00'. At the bottom, there are buttons for 'Save & Close', 'Save & New', and 'Clear'. A footer message says: 'Get answers to your QuickBooks questions anytime -- day or night -- as a Premier Plan member!'.

Account	Debit	Credit	Memo	Name	Class
3900 · Retain	0.00				
1430.1 · Processiona		Fixed Asset			
2000 · Accounts Payable		Accounts Payable			
2500 · IMPAC		Credit Card			
2510 · General IMPAC		Credit Card			
2520 · Protestant IMPAC		Credit Card			
2530 · Catholic IMPAC		Credit Card			
3000 · Opening Bal Equity		Equity			
✓ 3900 · Retained Earnings		Equity			
4000 · Regular Contribution		Income			
4100 · Designated Contribu		Income			
4200 · Organizational/Activ		Income			
4300 · Interest Income		Income			
4400 · Other Income		Income			
6000 · Worship & Religious		Expense			
6010 · Environment		Expense			
6020 · Workshops		Expense			
6030 · Music		Expense			
6040 · Liturgy Supplies		Expense			
6050 · Equipment		Expense			
6060 · Supplies		Expense			

- Tab over to the **debit** column to enter a debit balance or to the **credit** column to enter a credit balance. Enter the amount as shown on your **Worksheet**, in the appropriate column – debit or credit. (This should be identical to the information in the **Trial Balance Report**.)

The screenshot shows the 'General Journal Entry' window with the same settings as the previous one. The 'Account' column now shows '3900 · Retai...' and the 'Debit' column shows '0.00'. The 'Credit' column shows '40,362.37'. The 'Memo', 'Name', and 'Class' columns are empty. The 'Save & Close', 'Save & New', and 'Clear' buttons are still at the bottom.

Account	Debit	Credit	Memo	Name	Class
3900 · Retai...	0.00	40,362.37			

## STARTING OUT

### Opening Balances / Equity Accounts

- Tab until you get to the next line in the **Account** column. You will notice that the amount entered in the first line shows up in the opposite column on the next available line; this amount will be assigned after the last balance has been entered in the journal entry. **Do not alter this number.**

The screenshot shows the 'General Journal Entry' window. The date is 07/31/2001 and the entry number is O.B. Equity. The table below represents the data shown in the window:

Account	Debit	Credit	Memo	Name	Class
3900 · Retaine...		40,362.37			
	40,362.37				

- In the **Account** column, select the **Opening Balance Equity** account.

The screenshot shows the 'General Journal Entry' window with the account selection dropdown open. The date is 07/31/2001 and the entry number is O.B. Equity. The table below represents the data shown in the window:

Account	Debit	Credit	Memo	Name	Class
3900 · Retaine...		40,362.37			
3000 · Openin	40,362.37				

The dropdown menu for the 'Account' column is open, showing a list of accounts. The account '3000 · Opening Bal Equity' is selected, and the amount '40,362.37' is entered in the Debit column.

## STARTING OUT

### Opening Balances / Equity Accounts

- Click **Save & Close** to record the entry and close the journal entry screen.

**General Journal Entry** How Do I?

Previous Next Print... History

Date: 07/31/2001 Entry No.: 0.B. Equity

Account	Debit	Credit	Memo	Name	Class
3900 - Retaine...		40,362.37			
3000 - Opening...	40,362.37				

Save & Close Save & New Clear

Get answers to your QuickBooks questions anytime -- day or night -- as a Premier Plan member!

**NOTE:** In order to **increase** the balance of an equity account the amount is entered in the **credit** column of the journal entry; to **decrease** the balance the amount is entered in the **debit** column of the journal entry.

## STARTING OUT

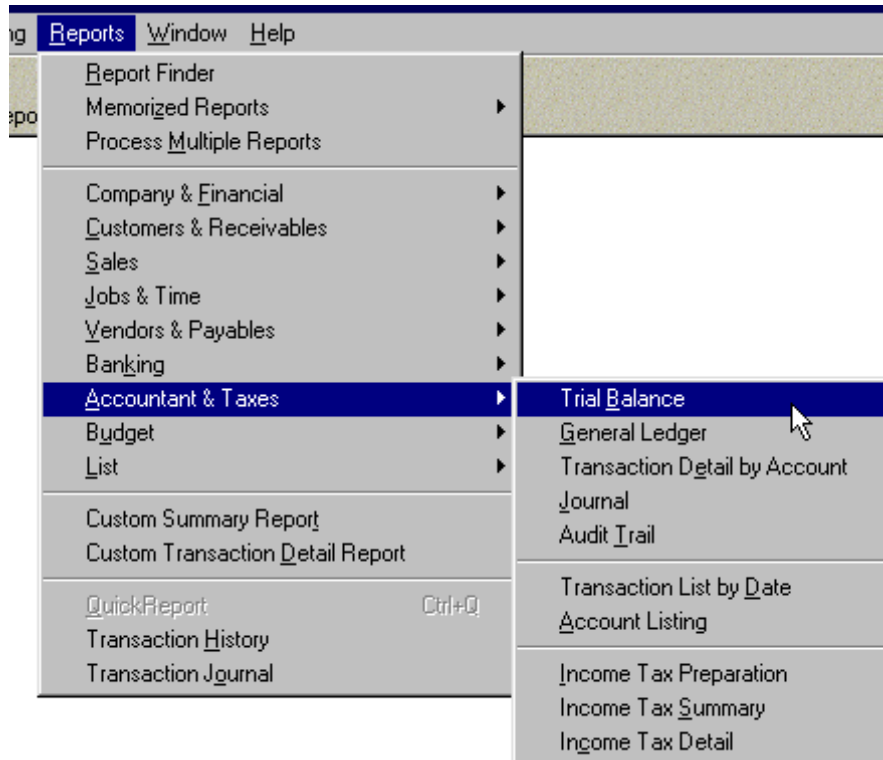
### Opening Balances / Final Check

#### Final Check

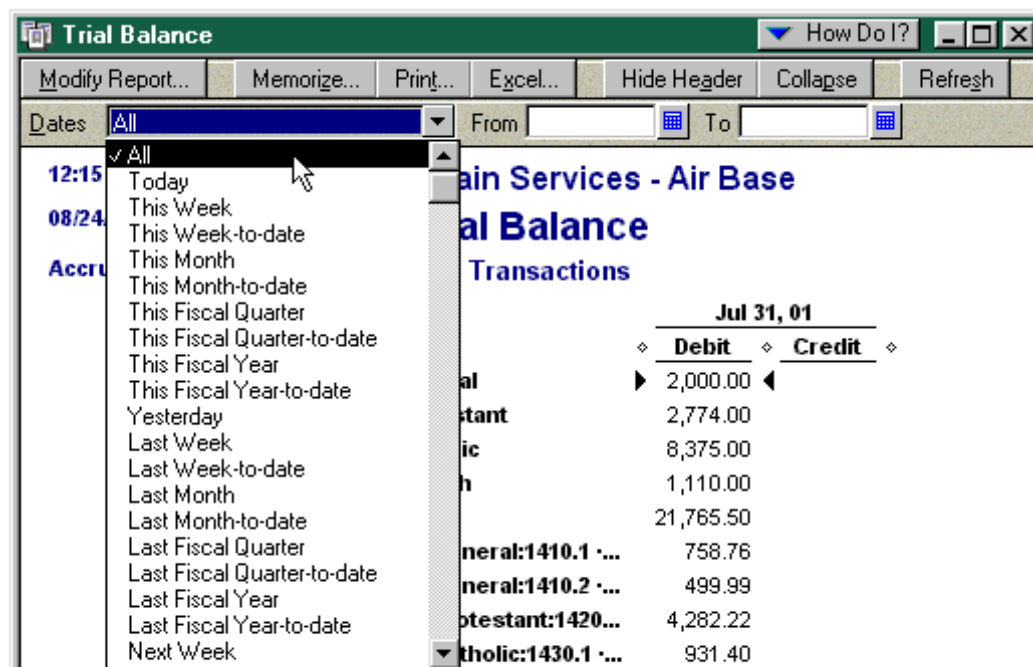
As a final check, a Trial Balance Report from the New Data File will be compared to the Trial Balance Report that was generated at the beginning of this section from the Old Data File.

#### Create a Trial Balance Report:

- Click **Reports** in the Menu Bar and select **Trial Balance** in the **Accountant & Taxes** section.



- Select **All** in the **Dates** drop-down menu.



## STARTING OUT

### Opening Balances / Final Check

- Click **Print** at the top of the report.

		Jul 31, 01	
		Debit	Credit
1000 • Checking:1010 • General	2,000.00		
1000 • Checking:1020 • Protestant	2,774.00		
1000 • Checking:1030 • Catholic	8,375.00		
1000 • Checking:1040 • Jewish	1,110.00		
1100 • Savings	21,765.50		
1400 • Fixed Assets:1410 • General:1410.1 ...	758.76		
1400 • Fixed Assets:1410 • General:1410.2 ...	499.99		
1400 • Fixed Assets:1420 • Protestant:1420...	4,282.22		
1400 • Fixed Assets:1430 • Catholic:1430.1 ...	931.40		
2000 • Accounts Payable			3,077.00
2500 • IMPAC:2510 • General IMPAC			650.00
2500 • IMPAC:2520 • Protestant IMPAC			815.00

Although the account numbers, names and amounts may not be identical due to the changes you made in entering the opening balances, all of the same type accounts should total to the same amount on both reports (such as Asset Accounts, Liability Accounts). The totals for debits at the bottom of each report should be the equal. The same is true for the credit column totals.

## CONGRATULATIONS!

## STARTING OUT

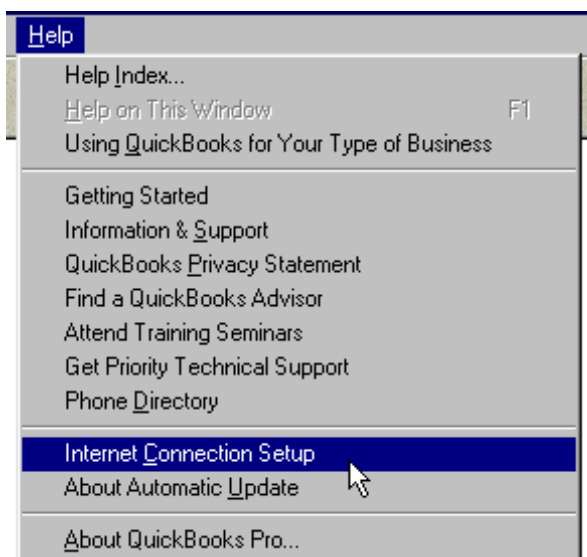
### Internet Connection Setup

#### Internet Connection Setup

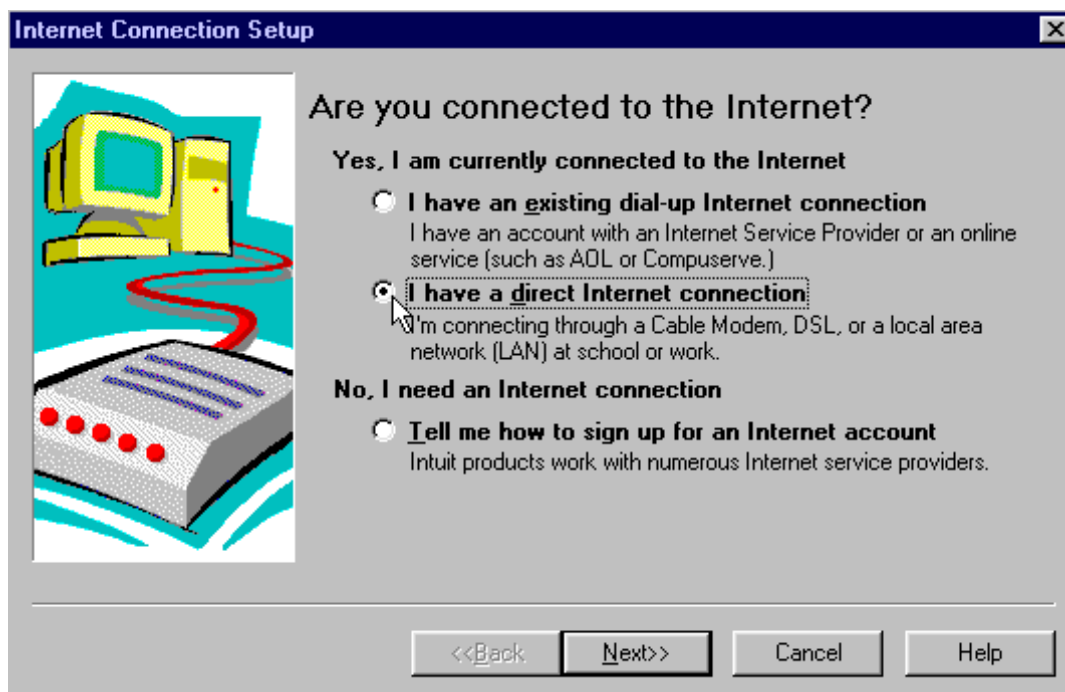
The Internet Connection Setup in QuickBooks guides you through a one-time setup process that enables you to use the program's Internet features.

##### To Set Up an Internet Connection:

- From the **Help** menu, select **Internet Connection Setup**.



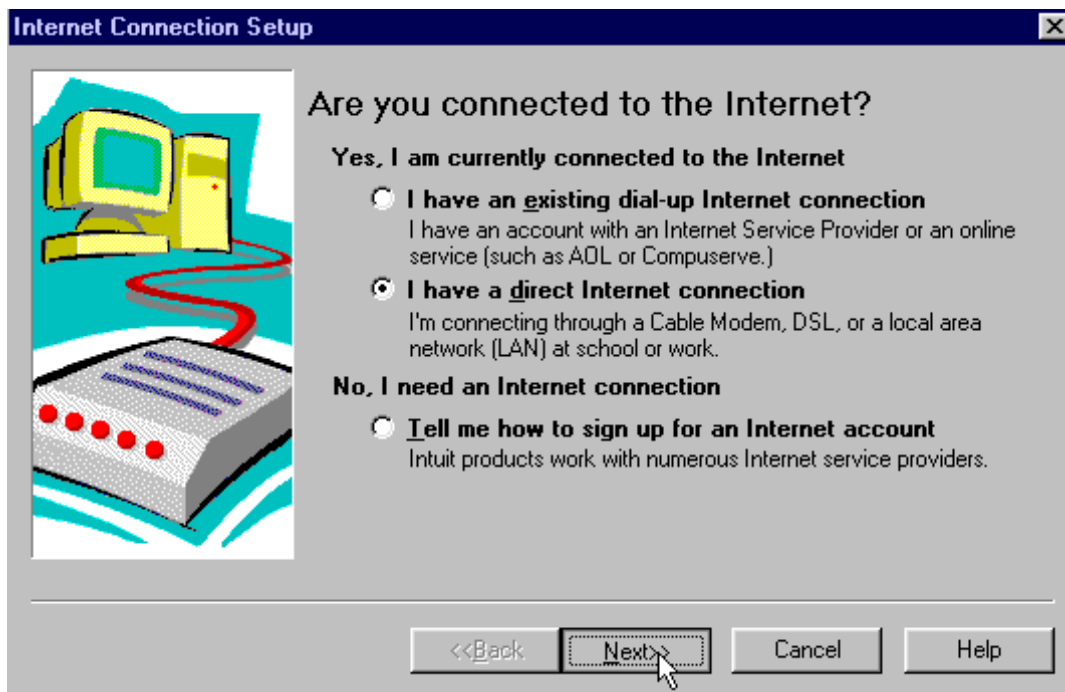
- On the first screen of the **Internet Connection Setup wizard**, select **I have a direct Internet Connection** and select **Next**.



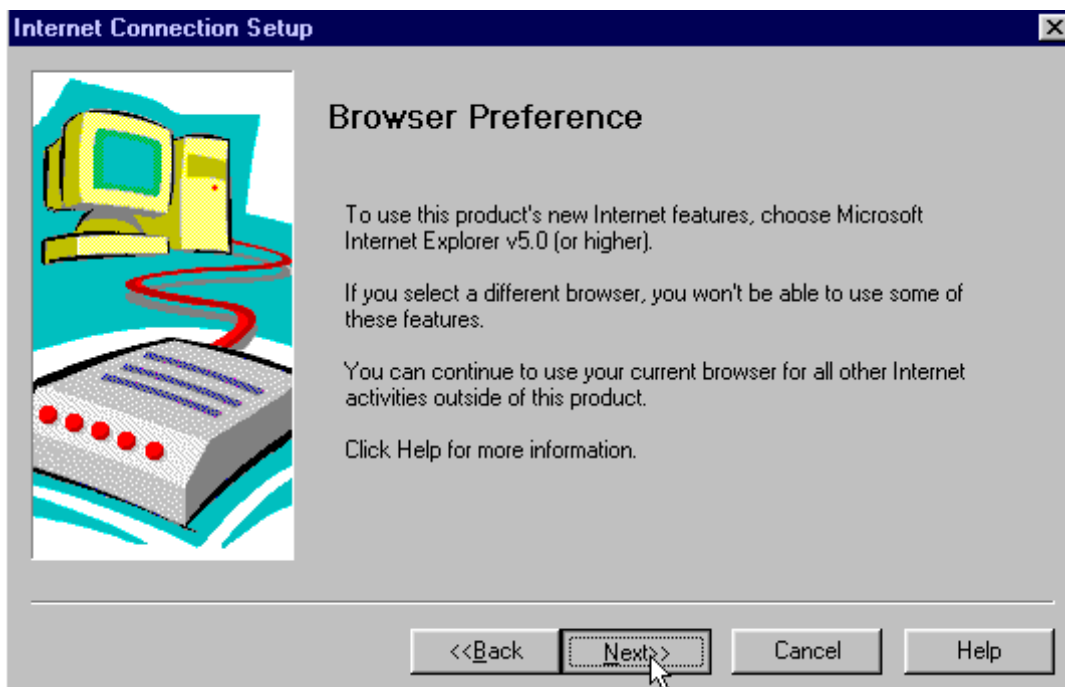


## STARTING OUT

## Internet Connection Setup



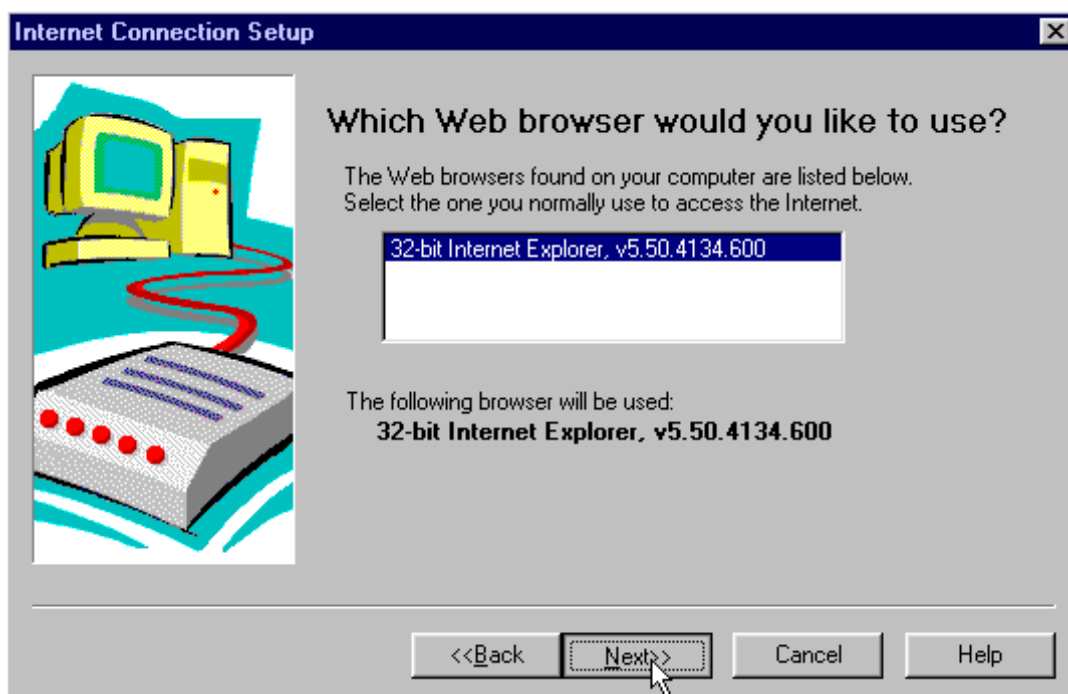
- Click **Next** on the **Browser Preference** screen.



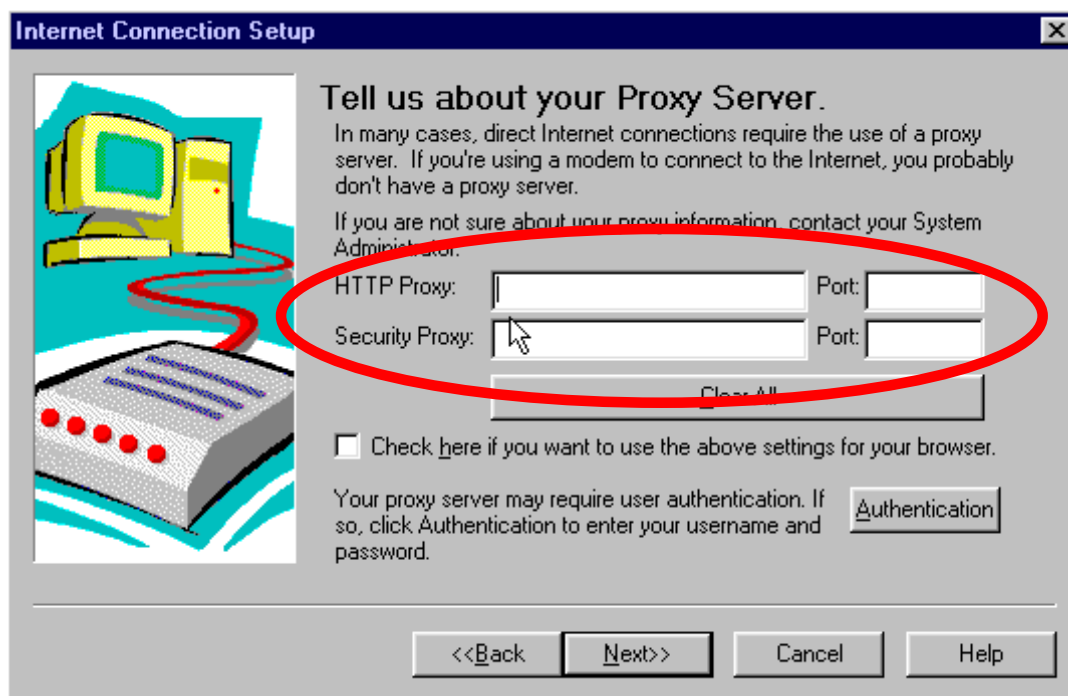
## STARTING OUT

### Internet Connection Setup

- The following screen will list any web browsers found on the system, select **32-bit Internet Explorer** and choose **Next**.



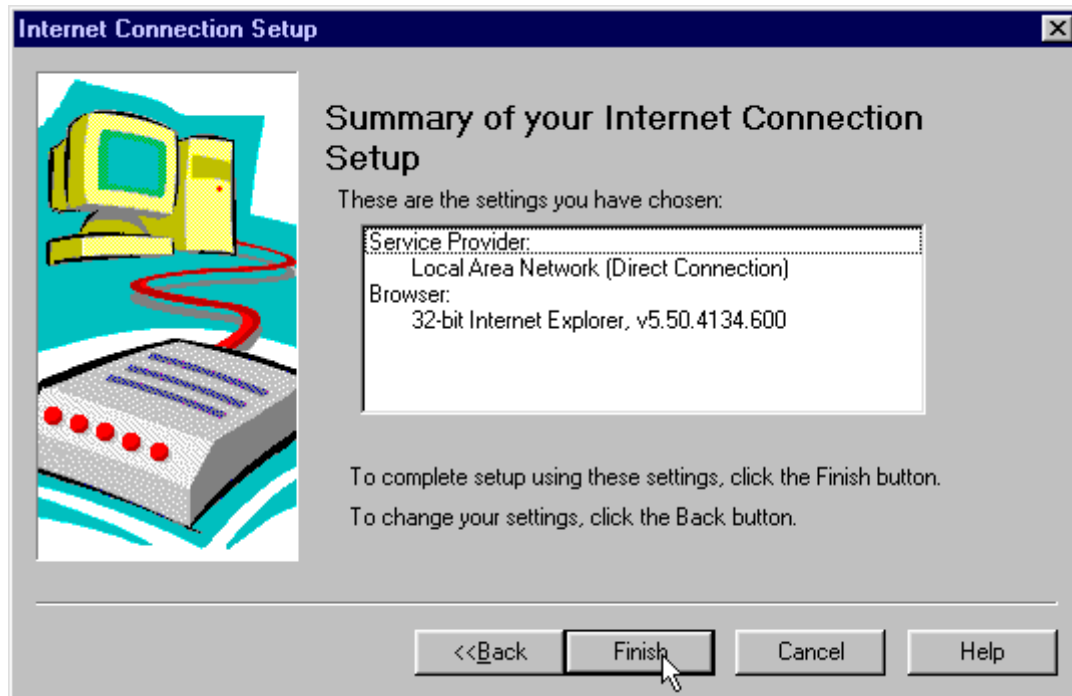
- The following screen requests proxy server information. Enter the **proxy server information** provided by your system administrator.



## STARTING OUT

### Internet Connection Setup

- Click **Finish** on the **Summary of your Internet Connection Setup** window and the settings will be configured.



**IMPORTANT:** If you have trouble setting up the Internet Connection or if you are unable to connect to the Internet through QuickBooks after completing these steps, call **QuickPro Consulting** at **1-800-641-0955**.

## STARTING OUT

### Backing Up the Data File / Format a Disk

#### Backing Up the Data File

Now that the new **Chaplain Service Data File** has been updated with the balances from the old data file, we will make a **backup** of the file. It is very important to keep a backup copy separate from the data that is stored on your hard drive. In the event of something happening to your computer system that would cause the data on the hard drive to be lost or damaged, the backup copy can be restored for use.

It is important to make sure that the disk you will be backing up to is a newly formatted disk. The reason for formatting the disk is to ensure that the disk contains no bad sectors and that you will be able to restore the backup from this disk when needed.

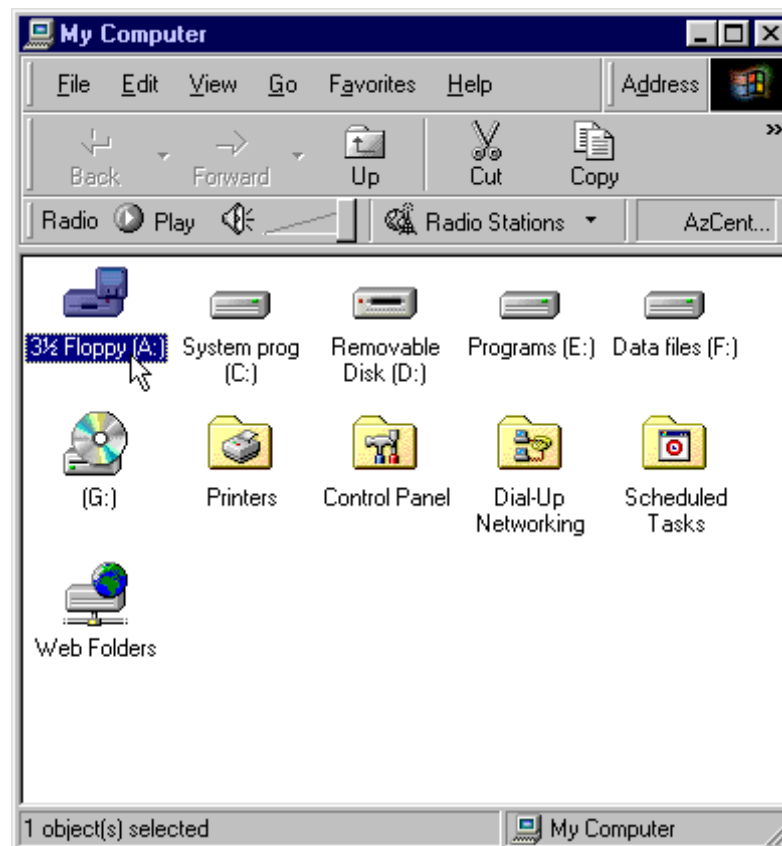
#### Format a Disk

##### To Format a Disk in Windows:

- Exit QuickBooks.
- Insert the disk that you will be backing up to.
- Double-click the **My Computer** icon on your desktop.



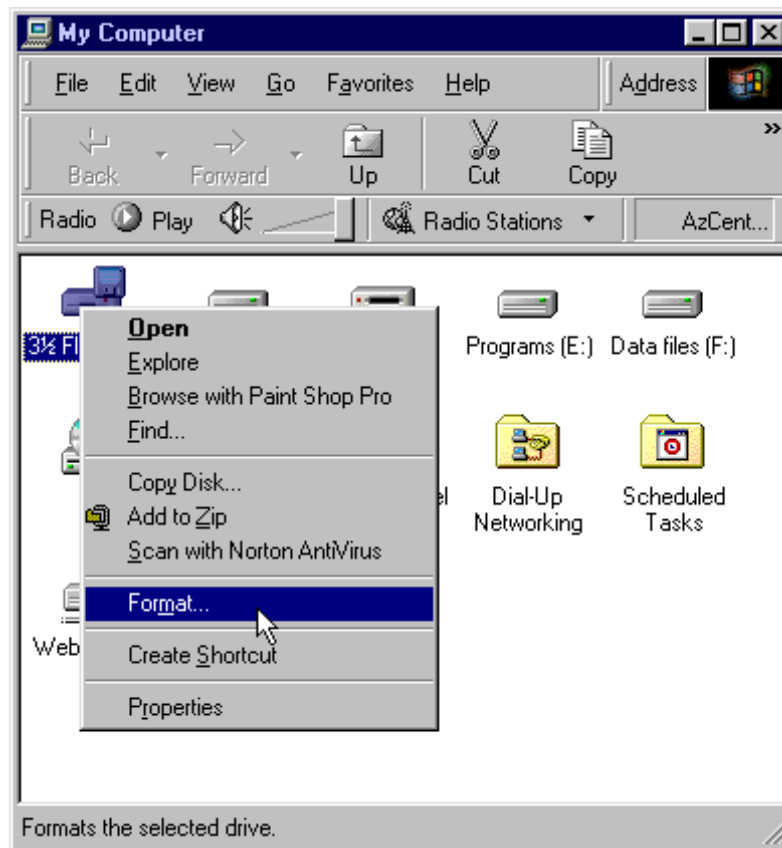
- Right click the 3 1/2 Floppy (A:) (Or other disk drive being used).



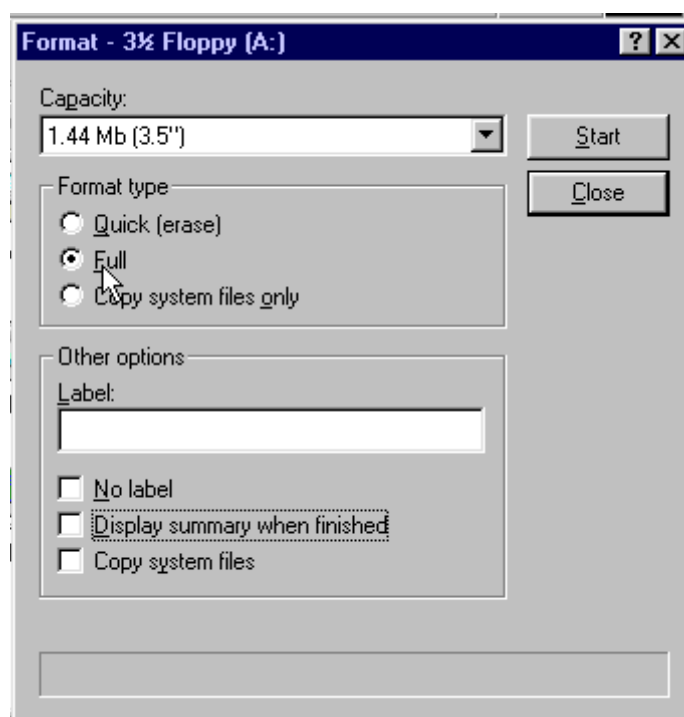
## STARTING OUT

### Backing Up the Data File / Format a Disk

- Click **Format**.



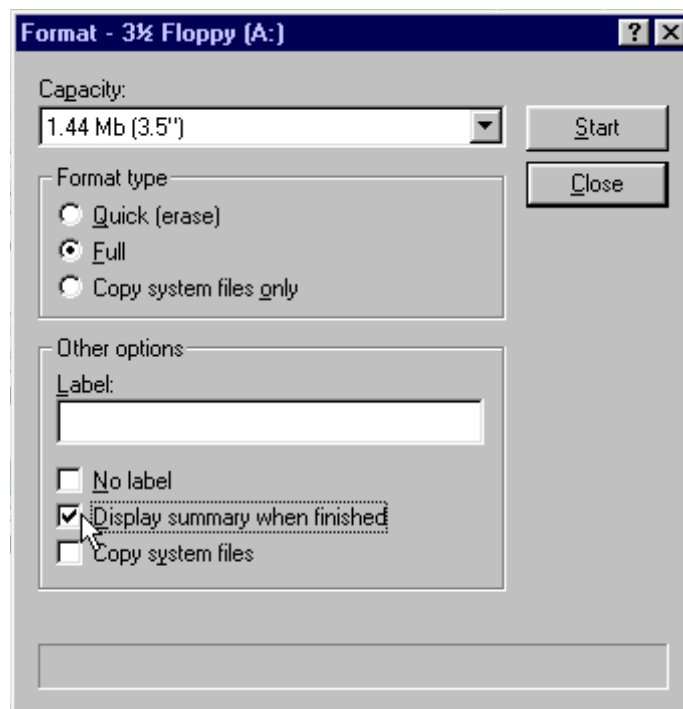
- On the **Format** window, select **Full** under the **Format type** section.



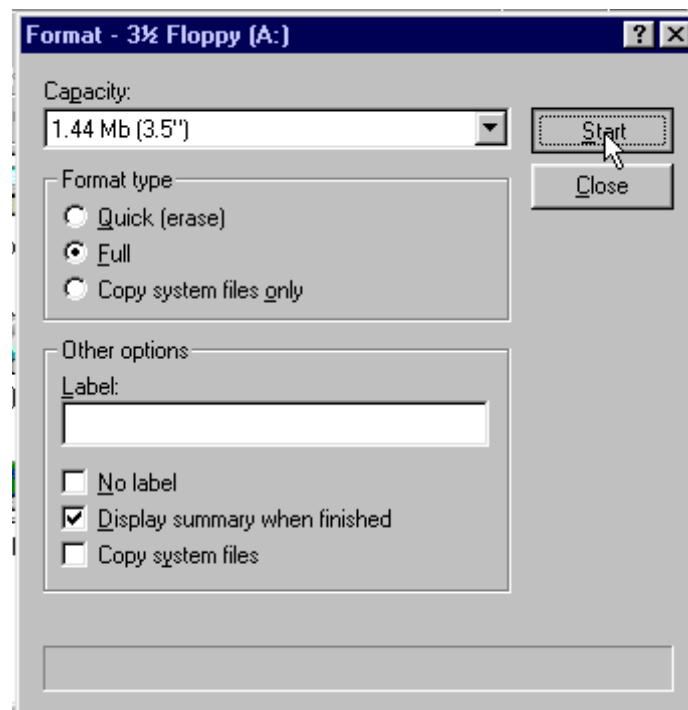
## STARTING OUT

### Backing Up the Data File / Format a Disk

- Make sure that the **Display Summary When Finished** is selected.

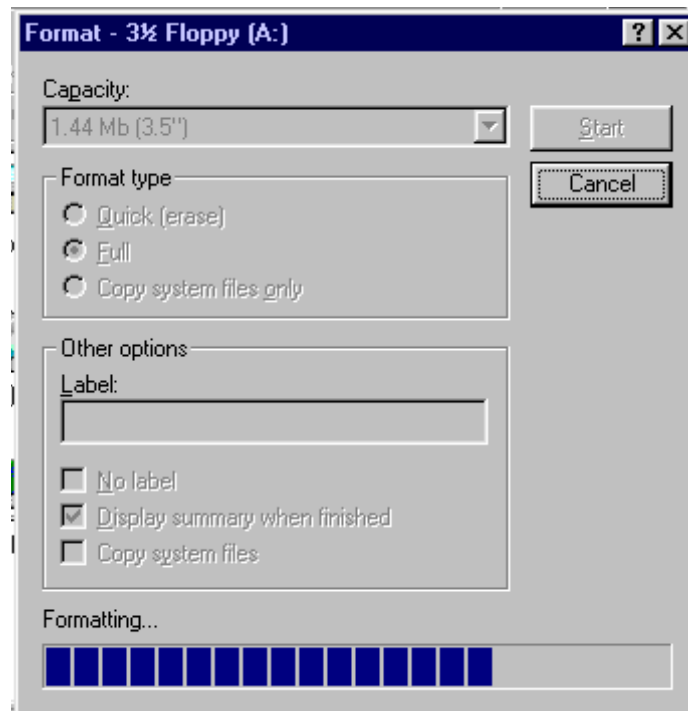


- Click **Start**.

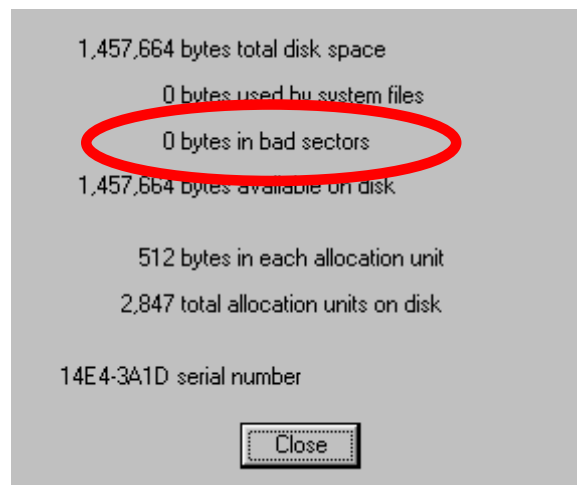


## STARTING OUT

### Backing Up the Data File / Format a Disk



- Once the format is complete, the summary window will appear with the results of the format.
- Ensure that there is nothing listed in the section for **bytes in bad sectors**. If there are any bad sectors, use another disk for backing up.

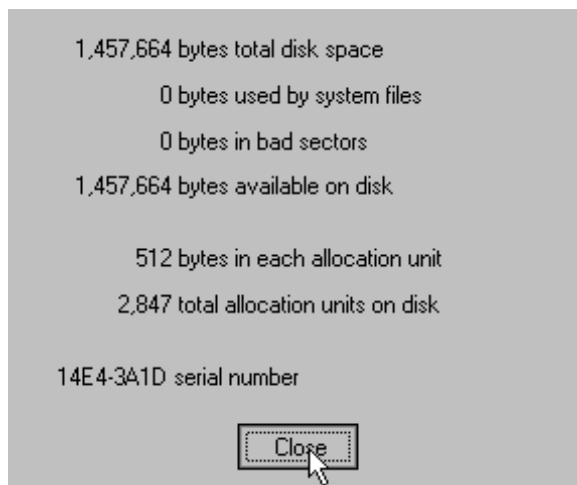




## STARTING OUT

### Backing Up the Data File / Format a Disk / Backup

- Click **Close** on both windows.

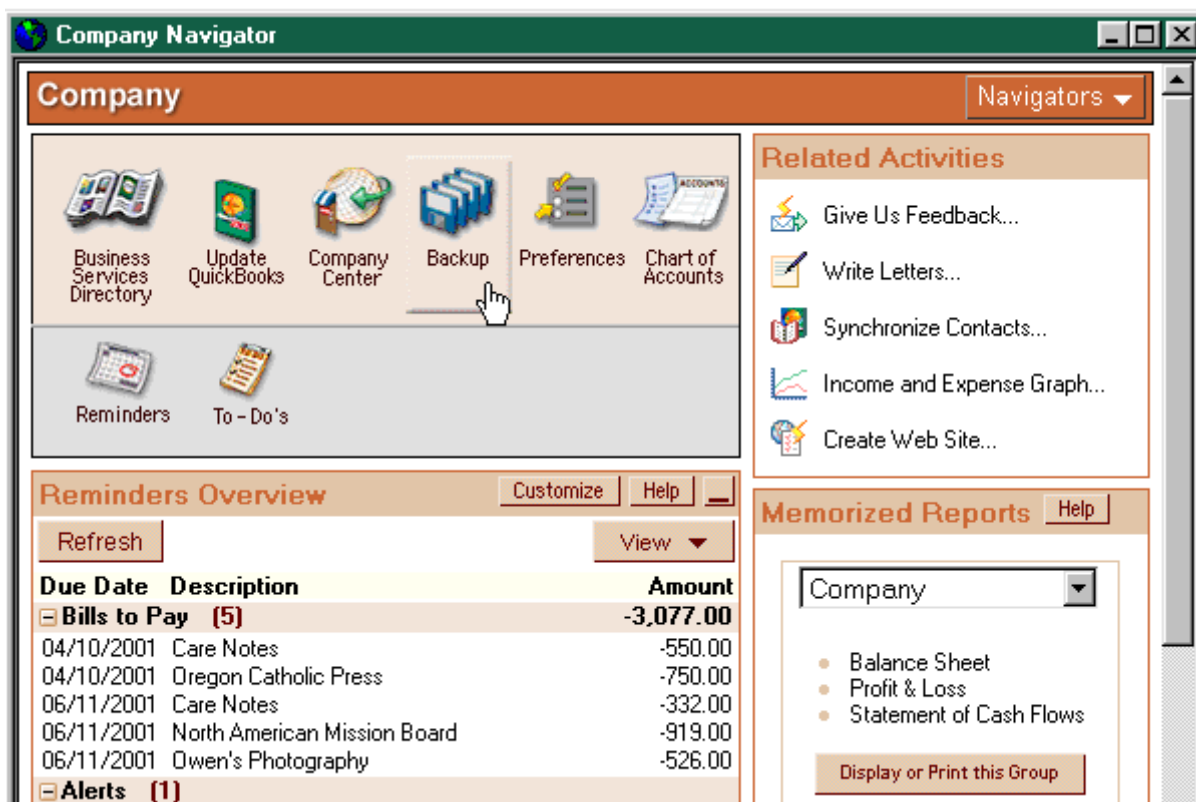


**NOTE:** If the summary lists that there are any bytes in bad sectors, throw the disk away. Follow the above steps to format a brand new disk and back up your data file.

### Backup Steps

#### To Backup the Data File:

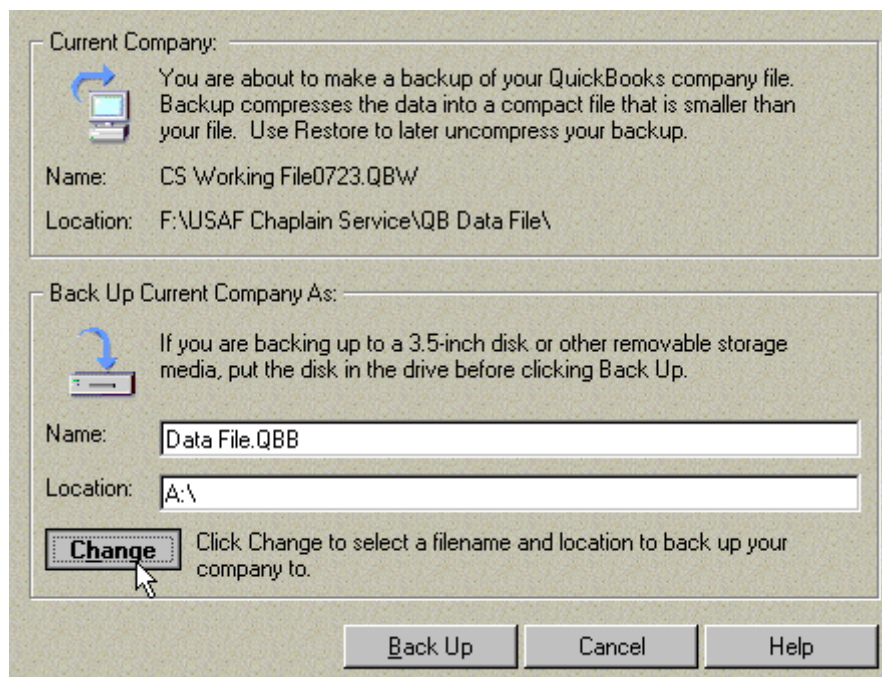
- Insert the formatted disk you will be using.
- Click the **Backup** icon from the **Company Navigator**.



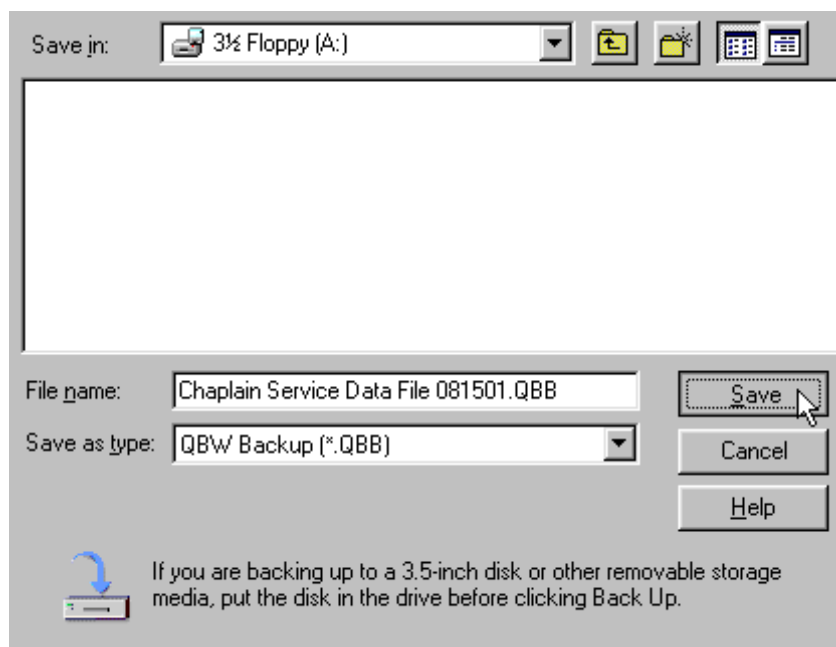
## STARTING OUT

### Backing Up the Data File / Backup Steps

- On the **Backup Company** window click the **Change** button.



- On the **Backup Company To** window, select the location of the disk you will be backing up to and modify the name of the backup file if you wish. Click **Save**.

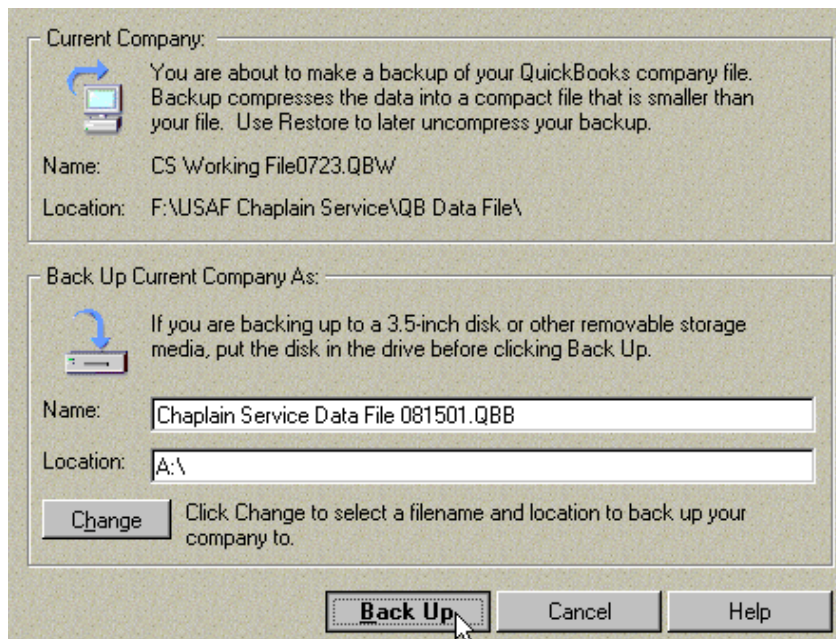


- On the **Backup Company** window, make sure the name and location of the backup file are correct.

## STARTING OUT

### Backing Up the Data File / Backup Steps

- Click **Backup**.



- Click **OK** on the window confirming the backup.



- Remove the disk from the drive and store in a safe location.

**NOTE:** It is recommended that you have 5 separate disks and label them for each day of the week, Monday through Friday. At the end of each day, format the disk for the day and then make a new backup of your data file. It is not necessary to backup your data file if it has not been accessed or if no transactions have taken place that day.

## NAVIGATING

### QuickBooks Navigators

#### QuickBooks Navigators

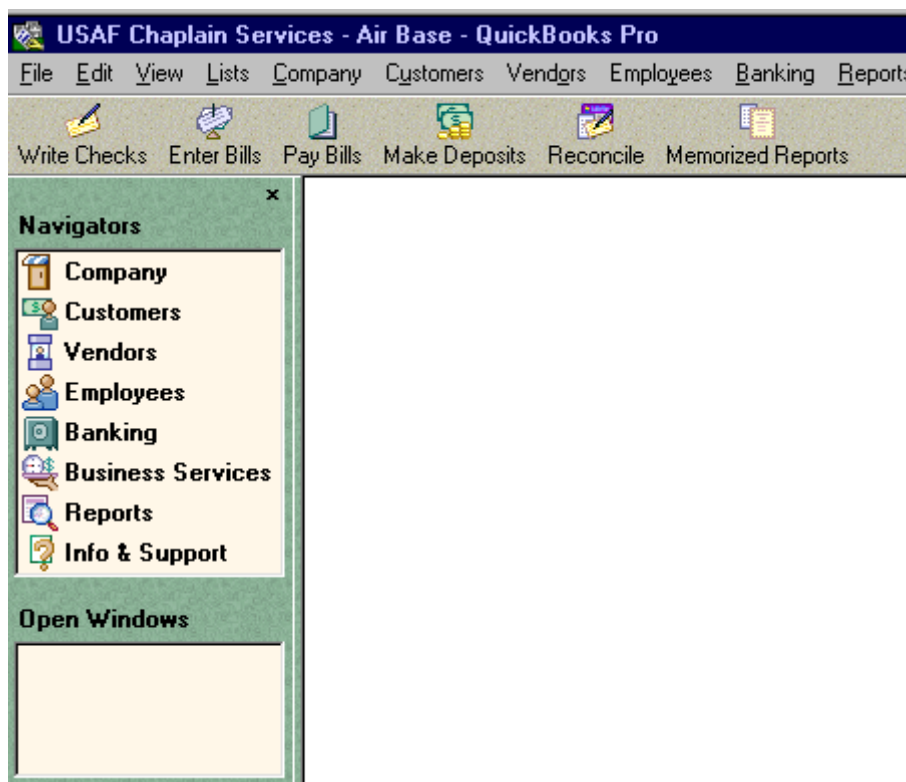
The QuickBooks Navigator Windows provide an easy way to access lists, forms, registers, and reports. The Navigator Window makes it easy to find the features and functions that are most commonly used in normal transactions. Each Navigator Window displays a graphical representation of the lists, forms, registers and reports for specific areas of the QuickBooks.

#### Navigator Windows

The eight Navigators in QuickBooks are:

- Company
- Customers
- Vendors
- Employees
- Banking
- Business Services
- Reports
- Info & Support

To access any of the navigators click the name of the **Navigator** you wish to open in the **Open Window List** on the left side of the screen.

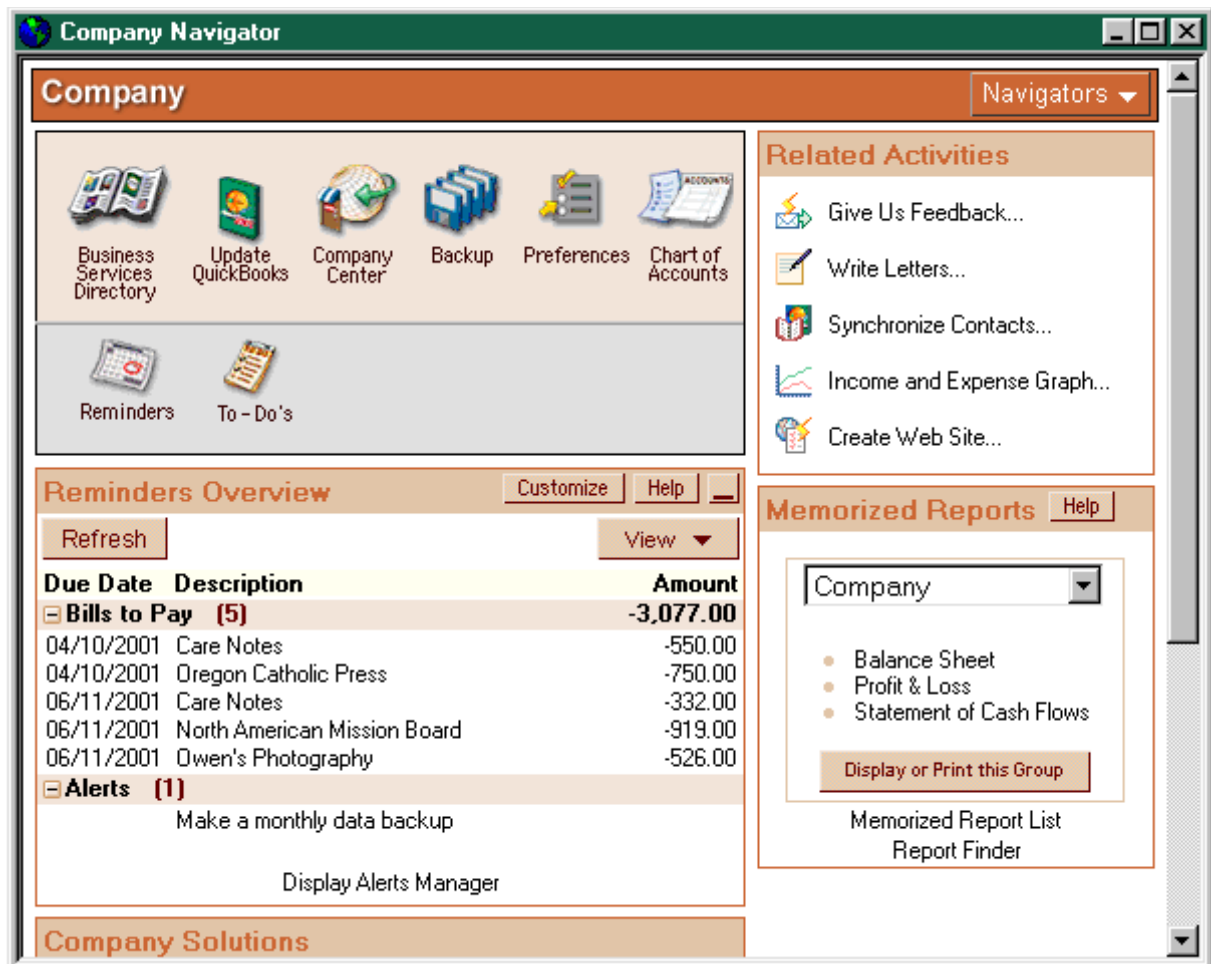


## NAVIGATING

### QuickBooks Navigators

#### Commonly Used Navigators

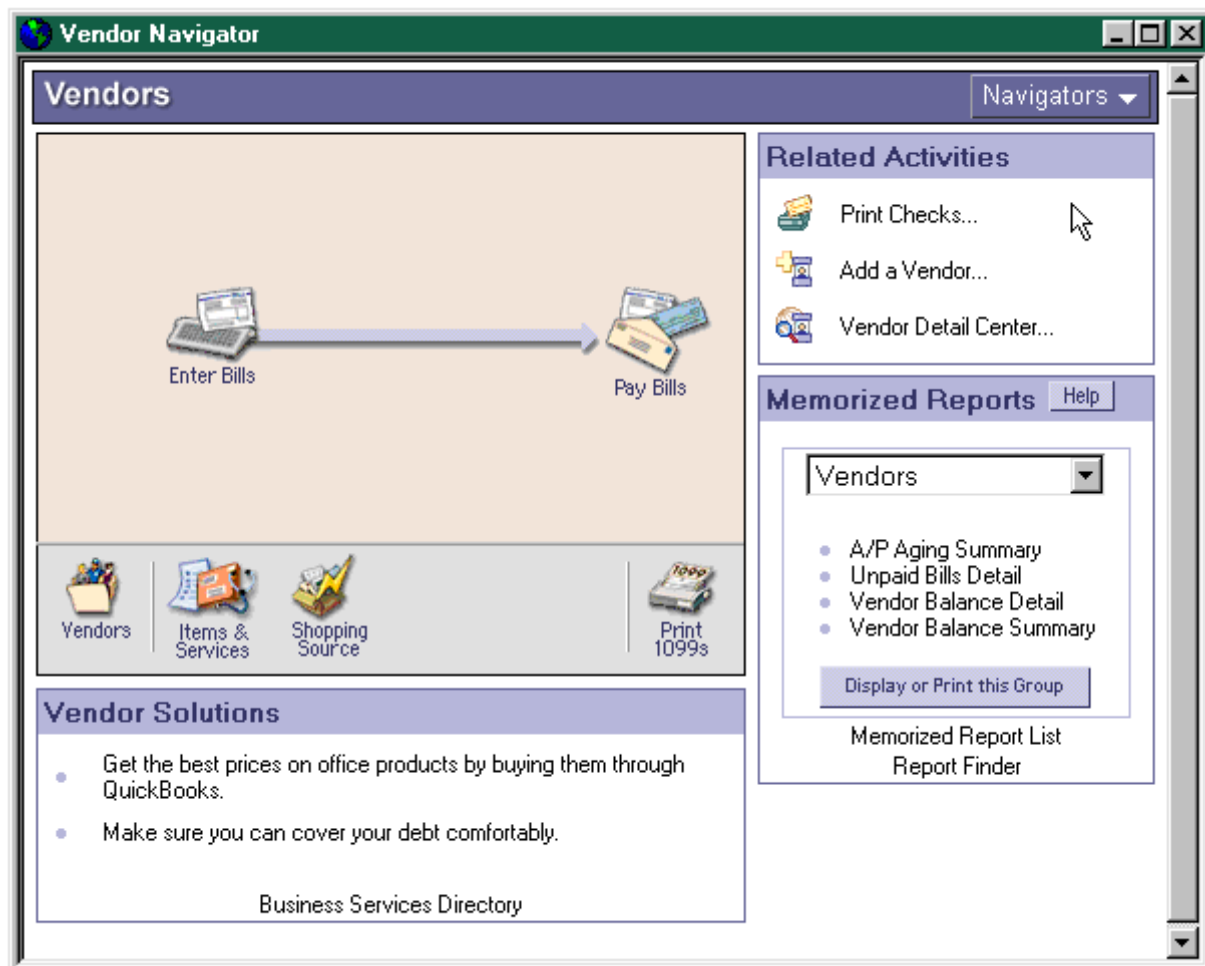
- The Company Navigator



## NAVIGATING

### QuickBooks Navigators

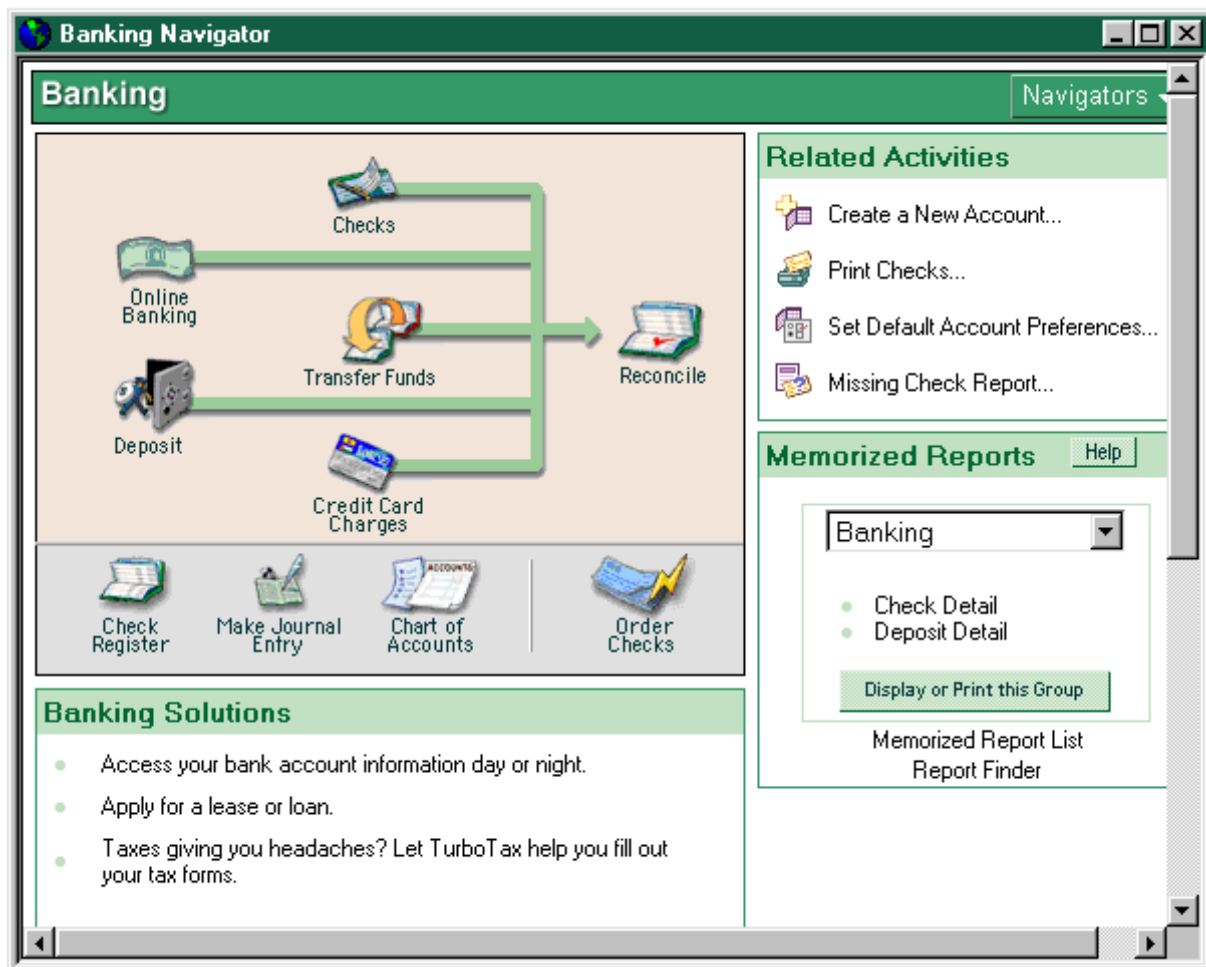
#### ■ The Vendor Navigator



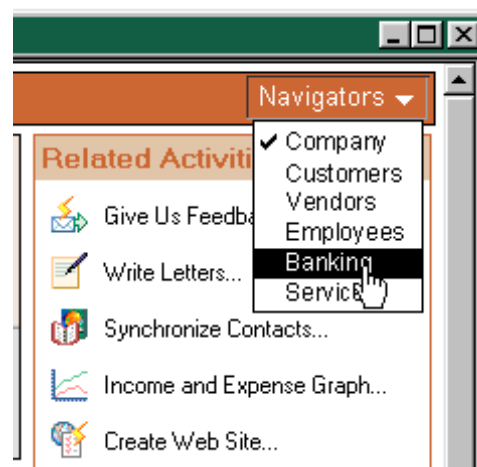
## NAVIGATING

### QuickBooks Navigators

- The Banking Navigator



- Once you have opened one of the **Navigators**, you can click the **Navigators** drop-down, from the top right hand corner of the open navigator window, to select a different **Navigator**.



- To close a **Navigator**, click the **X** at the top right corner of the **Navigator**.

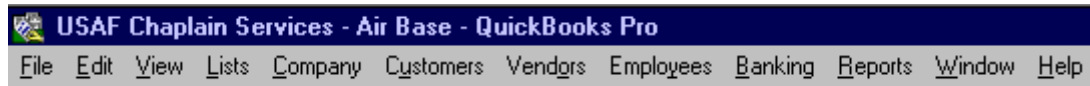


## NAVIGATING

### Menu Bar

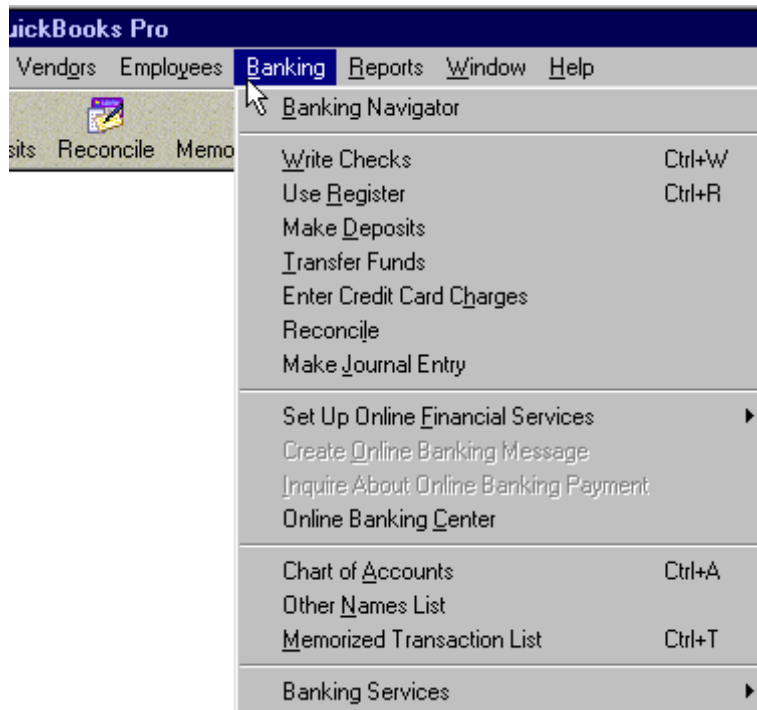
#### Menu Bar

The menu bar provides a list of commands at the top of the QuickBooks window. Each menu item has a drop-down list of commands related to that item. Many of these commands are also available from the Navigator Windows.



#### View Menu Bar

To access activities relevant to **Banking**, click the **Banking** menu.



## NAVIGATING

### Icon Bar

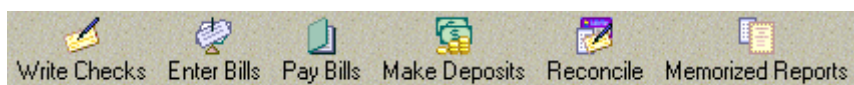
#### Icon Bar

The **Icon Bar** located near the top of the QuickBooks window, allow you to keep frequently used windows and reports available for quick access.

#### Custom Icon Bar

The New Data File Template has a Customized Icon Bar with these Icons:

- Write Checks
- Enter Bills
- Pay Bills
- Make Deposits
- Reconcile
- Memorized Reports

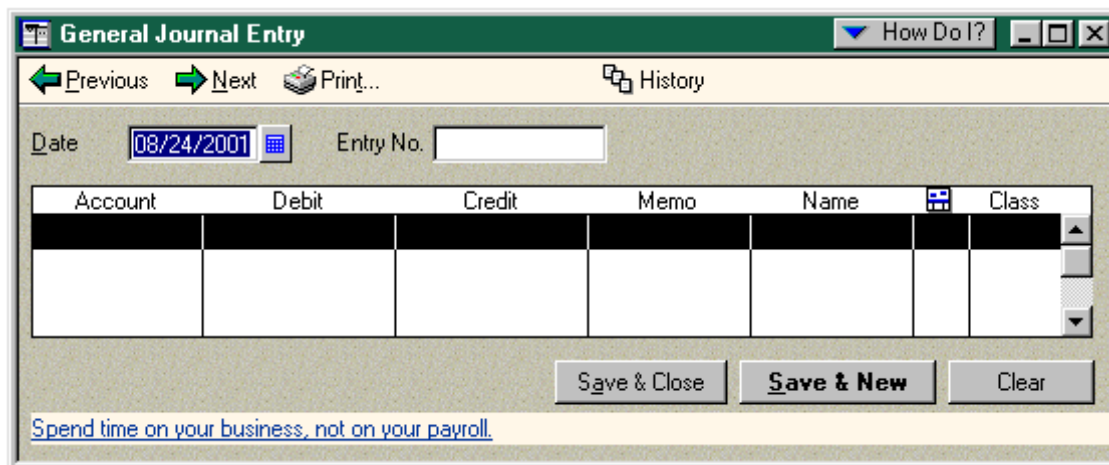


#### Modifying the Icon Bar

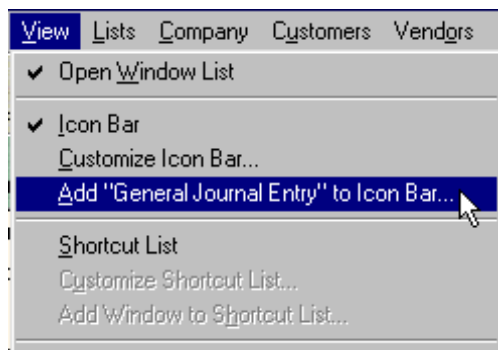
You can add or remove icons from the **Icon Bar**.

##### To Add an Icon to the Icon Bar:

- Open the list/function you wish to add (i.e., Chart of Accounts, Make Journal Entry).



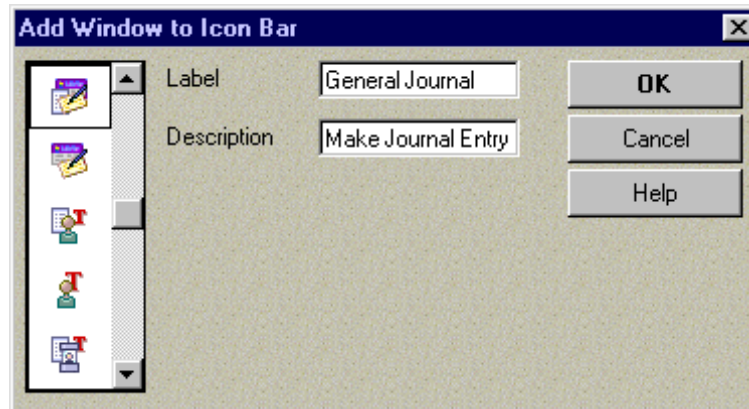
- From the **View** menu, click **Add list/function to Icon Bar**.



## NAVIGATING

### Icon Bar

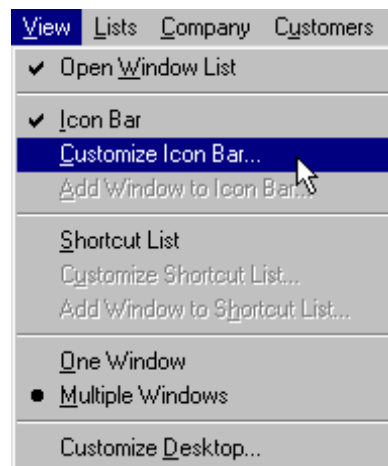
- From the **Add Window to Icon Bar** screen you can change the text for the **Label** or **Description**, and the graphic.



- Click **OK** to add this to the icon bar.

#### To Customize the Icon Bar:

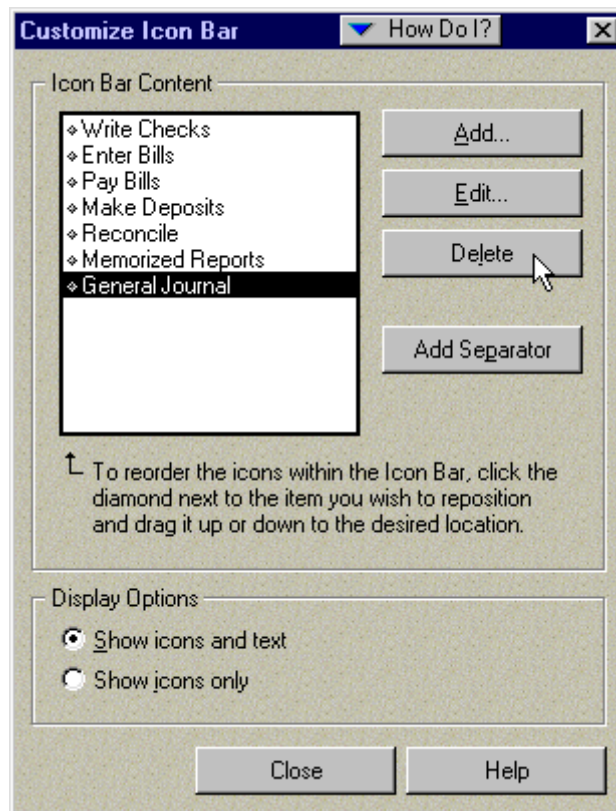
- Click **Customize Icon Bar** from the **View** menu.



## NAVIGATING

### Icon Bar

- Select Add, Edit, Delete, or Add Separator.



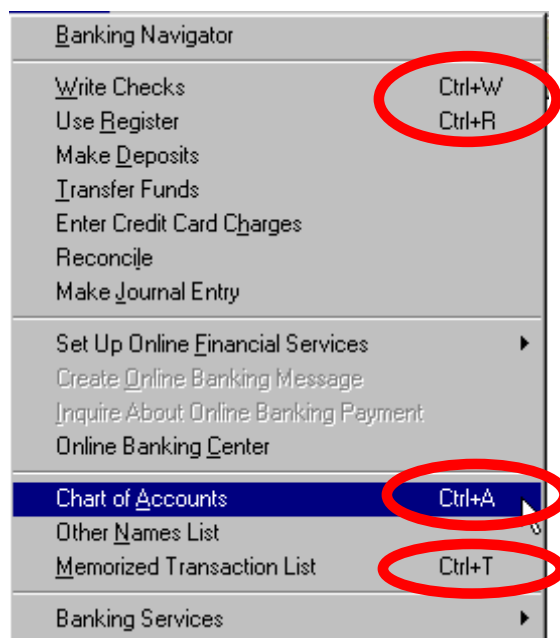
- Click **Close**.

## NAVIGATING

### Shortcut Keys / Help

### Shortcut Keys

Like many Microsoft Windows® applications, QuickBooks has a list of shortcut keys. By pressing different combinations of keys on your keyboard, you can quickly perform common tasks within QuickBooks. If you prefer to use your keyboard, you will find these shortcuts next to the selected menu on the menu bar, listed as **CTRL +** and a letter.



#### Examples:

Here are just a few of the things that you can do using shortcut keys.

- Open windows. For example, to open the **Write Checks** window, press **Ctrl + W**. Using the keyboard, hold down the **Ctrl** key while pressing the letter **W**.
- Edit pre-filled data. For example, to increase or decrease a date by one day, from your keyboard press - (minus key) or + (plus key).
- Move around a window. To move to the next field in a window, press **Tab** on your keyboard. To move to the previous field, press the **Shift + Tab** keys simultaneously on your keyboard.

## Help

### The Reference Guide

The Reference Guide is your resource for using QuickBooks. This guide is in printed form and available as an Acrobat file. The Acrobat file has pertinent links throughout the document that allow the user to quickly access areas of interest.

### Technical Support for the USAF Chaplain Service

If you require additional assistance with QuickBooks please contact **QUICKPRO CONSULTING**. This service is available 6 days a week (Monday – Saturday), 18 hours a day, 6AM to Midnight MST (**0600 hours to 2400 hours MST**). The toll free phone number for technical support is **1-800-641-0955**. In addition to toll-free telephone support, email support is also available at **support@quickproconsulting.com**. This support has been designed specifically for the USAF Chaplain Service and how you are using the software. There is no charge to you for this service.

## NAVIGATING

### Preferences

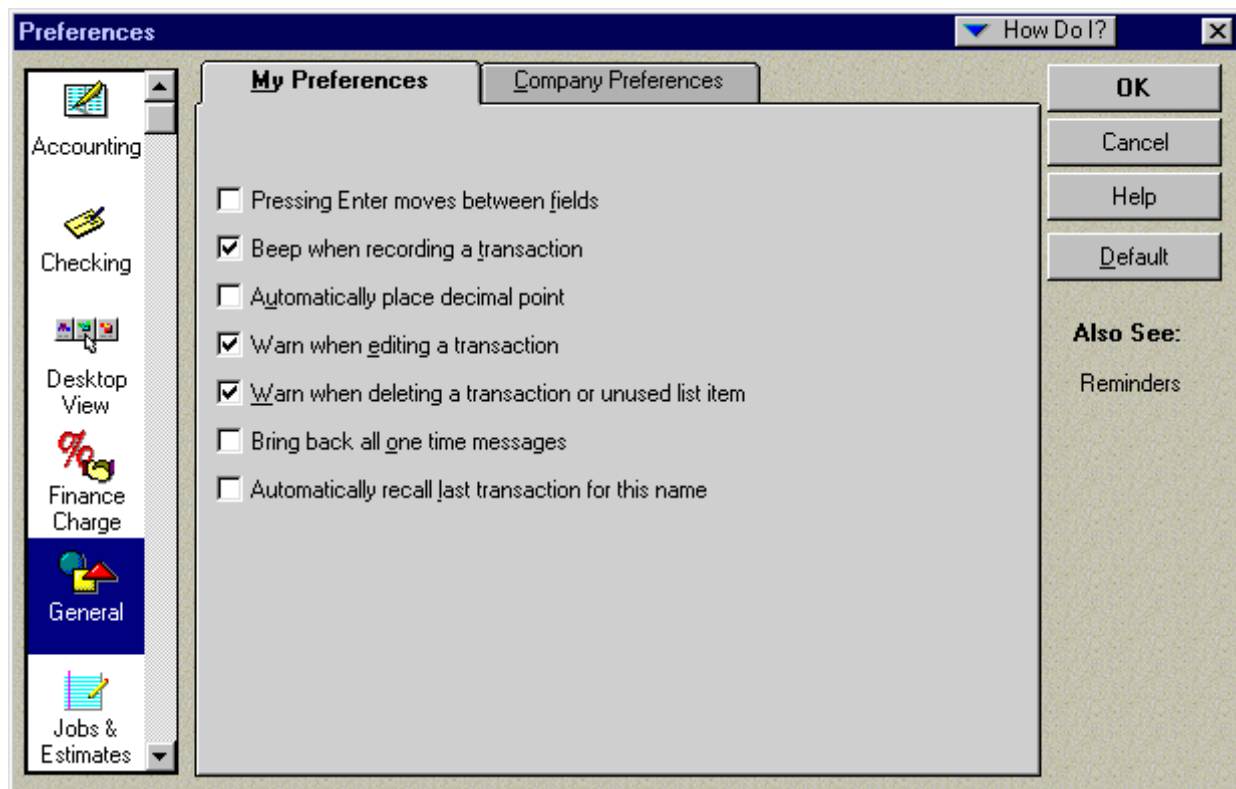
## Preferences

### Customize Preferences

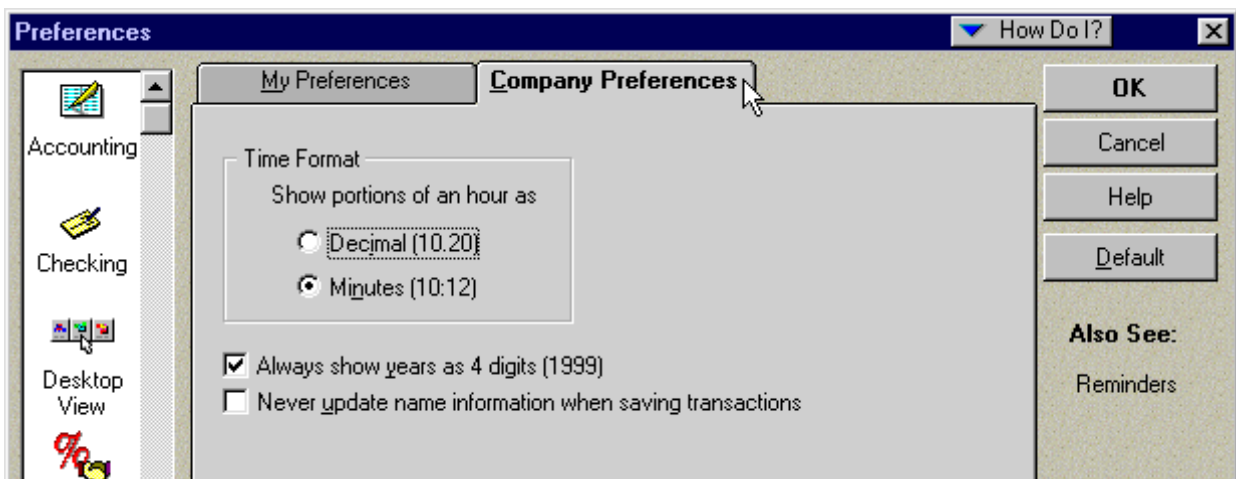
QuickBooks allows you to customize certain preferences such as some menus and the icon bar.

#### To Change a Preference:

- From the **Company** navigator click **Preferences**.
- In the **Preferences** window there is a list of icons on the left. Each icon represents a different area in QuickBooks. The list of icons can be scrolled up or down to locate the required preference area.



- At the top of the **Preference window** there are two tabs: **My Preferences** and **Company Preferences**.



## NAVIGATING

## Preferences

- Individual users can change the settings for **My Preferences**, which will affect how QuickBooks looks and operates for an individual user. **Company Preferences** set vital functionality for the data file and may be set or changed only by the **Administrator**.

### Mandatory Preferences

The following **Mandatory Preferences** have been setup in the **New Data File Template**. These were set according to the Chaplain Service requirements.

#### Accounting - Company Preferences:

- Use account numbers.
- Require accounts.
- Use class tracking.
- Use audit trail.

#### Checking - Company Preferences:

- Print account names on voucher.
- Change check date when check is printed.
- Start with payee field on check.
- Warn about duplicate check numbers.
- Auto fill payee account number in check memo.

#### General - Company Preferences:

- Show portions of an hour as Minutes (10:12)
- Always show years as 4 digits (1999).

#### General - My Preferences:

- Pressing enter moves between fields.
- Beep when recording a transaction.
- Automatically place decimal point.
- Warn when editing a transaction.
- Warn when deleting a transaction or unused list item.
- Bring back all one-time messages.

#### Purchases & Vendors - Company Preferences:

- Inventory and purchase orders are active.
- Warn about duplicate purchase order numbers.
- Warn about duplicate bill numbers from same vendor.



## NAVIGATING

### Preferences

#### Reminders - Company Preferences:

	Show Summary	Show List	Don't Remind Me	Remind Me
Checks to Print	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	5 days before check date.
Invoices/Credit Memos to Print	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	5 days before invoice
Overdue Invoices	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	5 days after due date.
Sales Receipts to Print	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
Inventory to Reorder	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
Bills to Pay	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	10 days before due date.
Memorized Transactions	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	5 days before due date.
Money to Deposit	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
Purchase Orders to Print	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
To Do Notes	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	

Buttons: OK, Cancel, Help, Default

Also See: General

#### Reports & Graphs

- Summary Reports Basis – Accrual

## LISTS

### Chart of Accounts

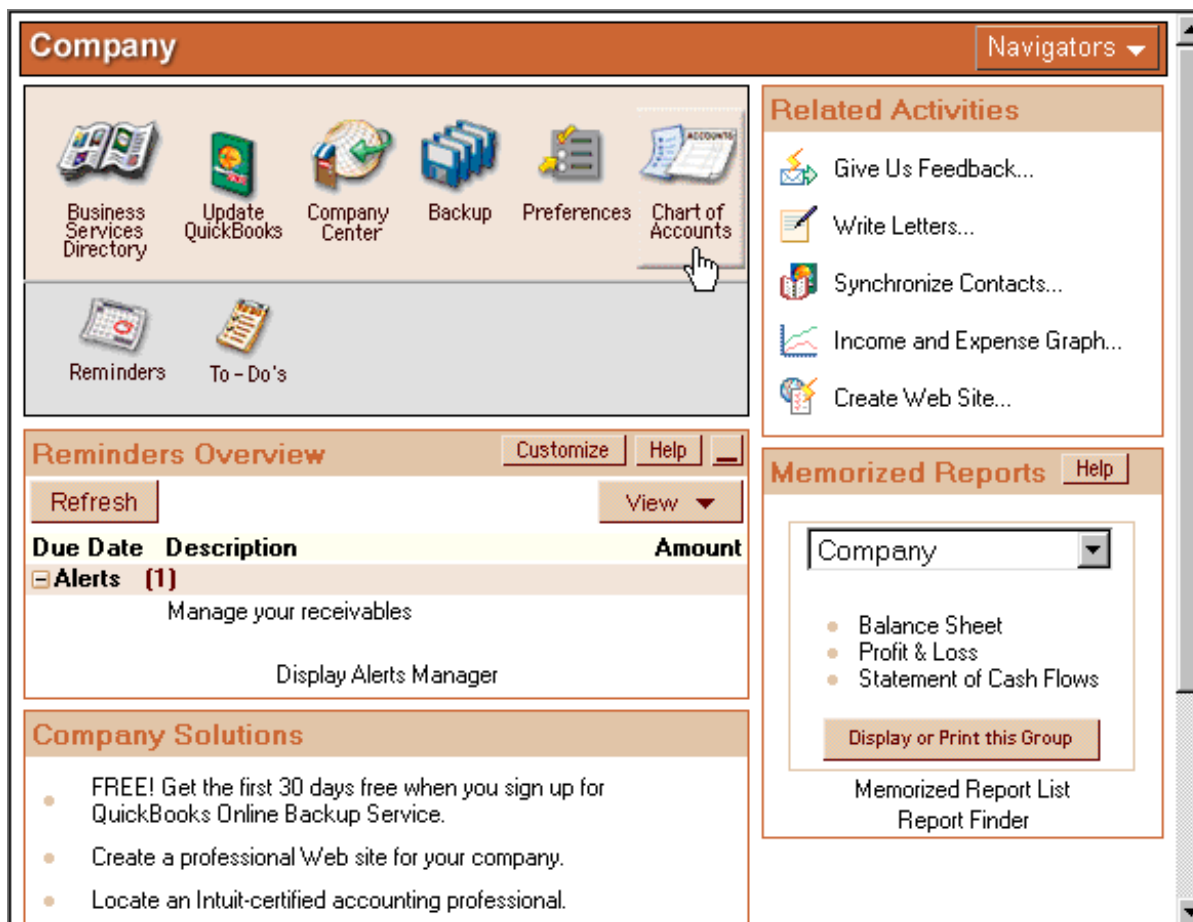
Lists are an integral and important component of QuickBooks. A number of different lists may be used when entering transactions. For example, to **Enter a Bill**, you may choose the name of one of your vendors from your **Vendors** list, the payment terms from the **Terms** list, and the expense account from the **Chart of Accounts** list. QuickBooks then enters all the information from those lists on the bill. This keeps all pertinent information organized and saves time when entering transactions. Lists are easy to set up and change in QuickBooks, but some require careful planning, like the Chart of Accounts and Class lists.

## Chart of Accounts

A Chart of Accounts has been setup in the **New Data File Template** with a special list of accounts designed for the Chaplain Service. This allows a standard method of categorizing and tracking funds for all bases.

### To Display the Chart of Accounts in QuickBooks:

- Click the **Chart of Accounts** icon, in the **Company Navigator**.



## LISTS

## Chart of Accounts / Account Types

- You will see the **Chart of Accounts**.

Name	Type	Balance
1000 · Checking	Bank	14,259.00
1010 · General	Bank	2,000.00
1020 · Protestant	Bank	2,774.00
1030 · Catholic	Bank	8,375.00
1040 · Jewish	Bank	1,110.00
1100 · Savings	Bank	21,765.50
1110 · General	Bank	0.00
1120 · Protestant	Bank	0.00
1130 · Catholic	Bank	0.00
1130.1 · CD Account	Bank	0.00
1400 · Fixed Assets	Fixed Asset	6,472.37
1410 · General	Fixed Asset	1,258.75
1410.1 · Advent Wreath	Fixed Asset	758.76
1410.2 · Olympus Digital Camera	Fixed Asset	499.99
1420 · Protestant	Fixed Asset	4,282.22
1420.1 · Choir Robes (37)	Fixed Asset	4,282.22
1430 · Catholic	Fixed Asset	931.40
1430.1 · Processional Crucifix	Fixed Asset	931.40
2000 · Accounts Payable	Accounts Payable	3,077.00
2500 · IMPAC	Credit Card	2,264.93
2510 · General IMPAC	Credit Card	650.00
2520 · Protestant IMPAC	Credit Card	915.00
2530 · Catholic IMPAC	Credit Card	699.93
3000 · Opening Bal Equity	Equity	0.00
3900 · Retained Earnings	Equity	
4000 · Regular Contributions	Income	
4100 · Designated Contributions	Income	
4200 · Organizational/Activity Contrib	Income	
4300 · Interest Income	Income	
4400 · Other Income	Income	
6000 · Worship & Religious Observance	Expense	
6010 · Environment	Expense	
6020 · Workshops	Expense	
6030 · Music	Expense	
6040 · Liturgy Supplies	Expense	

### Account Types

Standard accounting practice classifies every account into one of five types. Within these five account types, QuickBooks further classifies your accounts into unique types.

### Assets

Assets consist of all the tangible and intangible items of value that Chaplain Service has, as well as any money owed. Assets include bank accounts, fixed assets (such as vehicles, equipment or real estate), and undeposited funds (money received and not yet deposited in the bank). Asset accounts are numbered in the 1000's.

#### QuickBooks Asset Account Types:

- Bank – Checking, savings and CD accounts.
- Accounts Receivable – The Chaplain Service does not use this type account.
- Other Current Asset – Used to track current assets that are not receivables or bank accounts, but which you plan to convert into cash or use up within one year. Examples of what you can track with an other current asset account include inventory, treasury bills, certificates of deposit, prepaid expenses, prepaid deposits, reimbursable expenses, and notes receivable (if due within one year).

## LISTS

## Chart of Accounts / Account Types

- Fixed Asset – These are the assets you do not expect to convert to cash during one year of normal operations. A fixed asset is usually something that is necessary for the operation of the Chaplain Service such as an organ, a chalice or computer. Chaplain Fund Fixed Assets (Equipment Items) are items valued at \$1000 or more.
- Other Asset – the Chaplain Service does not use this type account.

### Liabilities

Liabilities represent money that is owed to other people or businesses. The money owed for unpaid bills is tracked in an account named **Accounts Payable**, or A/P. Examples of liabilities include loans, credit card accounts, or unpaid bills. Liability accounts are numbered in the 2000's. The **IMPAC Credit Card** account #2500 is a liability account.

#### QuickBooks Liability Account Types:

- Accounts Payable (A/P)
- Credit Card
- Current Liability
- Long Term Liability

### Equity

Equity, the net worth, is also referred to as **Owner's Equity** or Capital. Equity comes from investment in the Chaplain Service, and the accumulated net profits that have not been paid out. Equity accounts are numbered in the 3000's.

#### QuickBooks Equity Account Types:

- Opening Balance Equity
- Retained Earnings (created by QuickBooks at the start of a new fiscal year)

#### Equity comes from three basic sources:

- Investments of cash or other assets.
- Net profit from current fiscal period.
- Retained earnings (net profit from previous fiscal periods).

### Income

An income account tracks the source of your organization's income or revenue (money that comes into the Chaplain Service). **Other income** accounts are used to track income such as interest that is not generated by daily operations. Income accounts are numbered in the 4000's.

#### QuickBooks Income Account Types:

- Income
- Other Income

### Expense

Expense accounts track spending (money leaving the Chaplain Service). **Other Expense** accounts are used to track expenses such as taxes, which are not from business operations. Expense accounts are numbered in the 6000's and 7000's.

#### QuickBooks Expense Account Types:

- Expense
- Other Expense

## LISTS

## Accounting Equation / Adding Sub-Accounts

### Accounting Equation

Understanding how these accounts relate to each other may be helpful as they are used in QuickBooks.

Consider the Accounting Equation: **Assets = Liabilities + Equity** (Owner's Equity)

This expresses the equality of assets on the one hand verses the claims of creditors and owners on the other hand.

The alternative form of this equation: **Equity = Assets – Liabilities**

This emphasizes that equity is simply the assets left over after the claims of creditors have been satisfied in full. *In other words, if you sold all your assets and took that money to pay off all liabilities, the money left over would be the Equity.* The **Accounting Chart** will also provide some insight into the affect of one account on another.

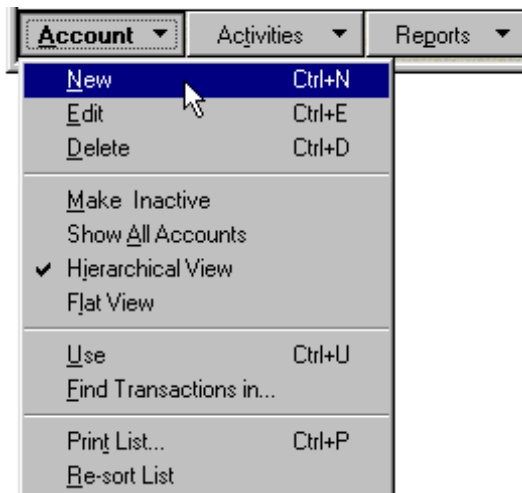
### Adding Sub-Accounts to the Chart of Accounts

The Chart of Accounts is the heart and soul of the Chaplain Fund **Data File**. Every facet of the accounting system is based on this list. Accounting Technicians and Account Managers must manage the chart of accounts to effectively operate the Chaplain Fund.

You may add sub accounts to better describe your accounting activities. However, create the minimum number of sub accounts necessary for financial planning purposes. The Chart of Accounts may become too large and difficult to manage if the number of sub accounts is not kept to a minimum. **DO NOT** create additional main accounts.

Adding new sub-accounts to the Chart of Accounts:

- From the **Company Navigator**, click the **Chart of Accounts** icon.
- From the **Account** menu button, select **New**.



## LISTS

### Adding Sub-Accounts

- In the **New Account** window, click the drop-down arrow next to **Type**, and make a selection.

The screenshot shows the 'New Account' window. The 'Type' dropdown menu is open, displaying a list of account types. 'Expense' is highlighted with a checkmark and a mouse cursor. Other visible options include Bank, Accounts Receivable, Other Current Asset, Fixed Asset, Other Asset, Accounts Payable, Credit Card, Other Current Liability, Long Term Liability, Equity, Income, Cost of Goods Sold, Other Income, and Other Expense. The 'Number' field is empty. On the right, there are buttons for 'OK', 'Cancel', and 'Next', and a checkbox labeled 'Account is inactive'.

**NOTE:** Select the same account type as the main account you are adding to.

- Enter the **account number** in the **Number** field.
- Enter the name of the new account in the **Name** field.
- Select the checkbox for **Sub-account of**.

The screenshot shows the 'New Account' window with the following fields filled out: 'Type' is 'Expense', 'Number' is '6510', 'Name' is 'Other', and the 'Subaccount of' checkbox is checked. The 'Description' and 'Note' fields are empty. On the right, there are buttons for 'OK', 'Cancel', and 'Next', and a checkbox labeled 'Account is inactive'.



## LISTS

## Adding Sub-Accounts

- Select the main account from the **Sub-account of** drop-down menu.

The screenshot shows the 'New Account' dialog box with the 'Type' set to 'Expense' and 'Number' set to '6510'. The 'Name' field contains 'Other'. The 'Subaccount of' dropdown menu is open, displaying a list of accounts. The selected account is '6500 · Group Care & Renew Expense'.

Account Number	Account Name	Account Type
6190	Other	Expense
6200	Pastoral Visitation	Expense
6210	Pastoral Literature	Expense
6260	Supplies	Expense
6300	Contingency Ministry	Expense
6370	Services	Expense
6400	Religious Instruction	Expense
6410	Conferences and	Expense
✓ 6500	Group Care & Renew	Expense
6600	Quality of Life Conce	Expense
6700	Lay Programs	Expense
6750	Equipment	Expense
6800	Humanitarian	Expense
6900	Financial Program S	Expense
7000	Community Observa	Expense
7010	National Prayer O	Expense
7100	Public Relations	Expense
7150	Equipment	Expense
7200	Miscellaneous	Expense
7260	Supplies	Expense

- In the **Description** field, enter an optional description of the account.
- Click **OK** to record the new sub-account or select **Next** to record the account and go to a new account screen.

The screenshot shows the 'New Account' dialog box with the 'Type' set to 'Expense' and 'Number' set to '6510'. The 'Name' field contains 'Other'. The 'Subaccount of' dropdown menu is set to '6500 · Group Care & R...'. The 'Description' field contains 'Optional Description'. The 'Note' field is empty. The 'OK' button is highlighted.



## LISTS

## Accounts Numbers

### Account Numbers

When adding accounts, do not expand the number of main accounts beyond those in the Chart of Accounts. Instead, add sub-accounts to one of the existing accounts.

- If a sub-account is added to a parent account, simply add ten (10) to the parent account number for each (i.e., for Lay Programs Expense Account # 6700, the sub-account added for Equipment might be # 6710).
- If a sub-account is added to an existing sub-account add a decimal point and a number from one to ninety-nine (i.e., for Fixed Asset – General # 1410, the sub-account added for Computer might be 1410.1)

#### Example 1 – Adding Sub Expense Accounts

One method to limit the size of your chart of accounts is to avoid specifying the denominational group. For instance, in the past it has been customary to have PWOC and CWOC sub expense accounts. Reduce the number of sub accounts by combining PWOC and CWOC into a single WOMEN sub expense account. The denominational group distinction is made during the budget process and using the Class list.

Expense Account Example:

6400 Religious Instruction	(Mandatory Main Expense Account)
6410 Curriculum	
6420 Supplies	
6430 Teacher Training	
6440 Vacation Bible School	
6450 Teach Appreciation	

6700 Lay Programs	(Mandatory Main Expense Account)
6710 Women	
6720 Men	
6730 Youth	
6740 Singles	

The sub-accounts identified in the above example are not denominational group specific. By following this example, you can reduce the number of sub-accounts used and the overall size of your Chart of Accounts. This makes it easier for the Accounting Technician to enter transactions and create understandable reports.

#### Example 2 – Adding Sub Asset Accounts

##### Tracking Fixed Assets

The **Chaplain Fund Fixed Asset Report**, (previously equipment record) is maintained in QuickBooks. Add equipment items valued at \$1,000 or more to the **Chart of Accounts** as individual fixed assets. When adding **Fixed Assets**, include a description of the item and storage location in the description and note fields. The Balance Sheet also reflects current fixed asset information. The example below reflects how fixed asset sub-accounts can be added to the Chart of Accounts.

Fixed Asset Account Example:

1400 Fixed Assets	(Mandatory Main Asset Account)
1410 General	
1420 Protestant	
1420.1 Choir Robes	
1420.2 Portable Organ	
1430 Catholic	
1430.1 Tabernacle	
1430.2 Chalice	

The example above displays denominational group specific accounts. This is necessary because accounting **Classes** (Protestant, Catholic, General) cannot be applied to fixed asset accounts. It is not mandatory to track fixed assets by denominational group.

## LISTS

### Vendor List / Adding Vendors

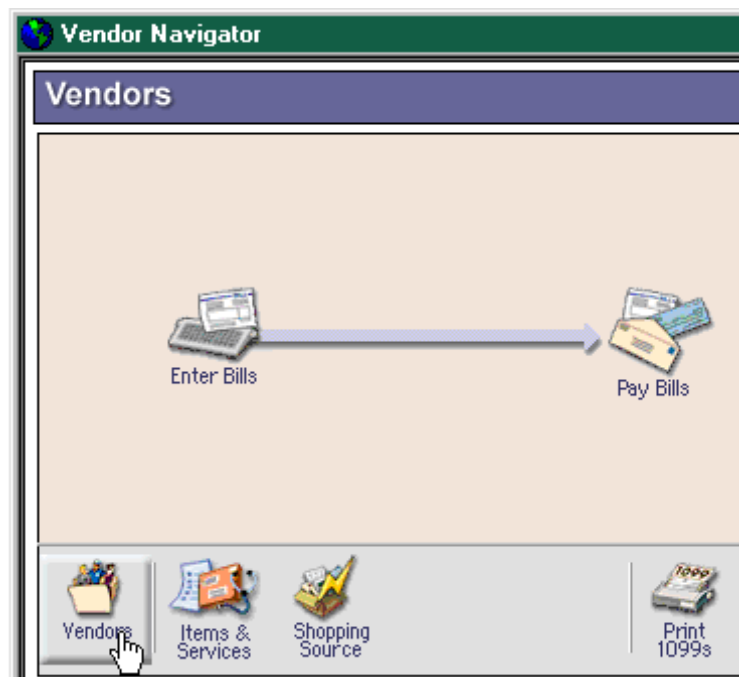
#### Vendor List

The vendor list is used to hold information about the people and companies you do business with. In the [Getting Started](#) section, you imported the vendor list from your old data file. You then entered the beginning balances for each vendor to make up the **Accounts Payable** balance on your Chart of Accounts.

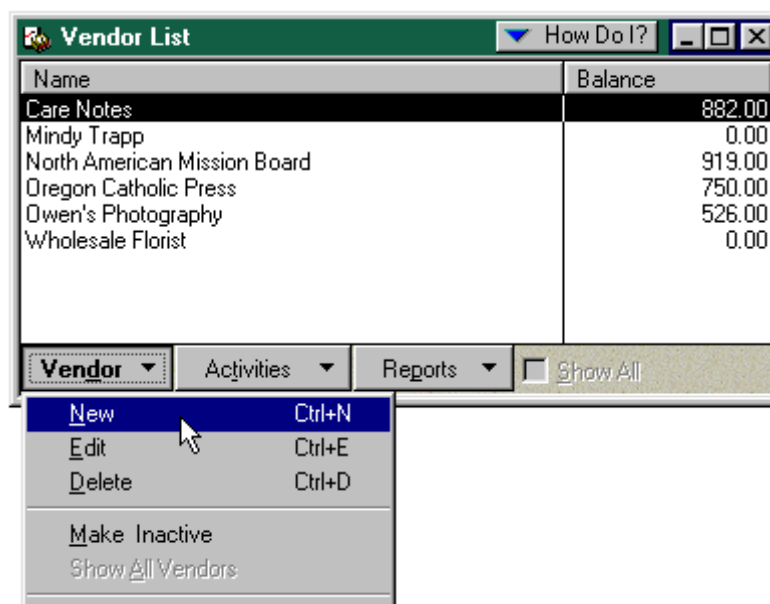
#### Adding Vendors

##### To Add Vendors:

- From the **Vendor Navigator**, click the **Vendors** icon.



- From the **Vendors List**, select the **Vendor** menu button and click **New**.



## LISTS

## Vendor List / Adding Vendors

- In the **Vendor** field, enter the name of the vendor as you would like it to appear on the **Vendor List** and in transactions such as **Enter Bills**.

**New Vendor** How Do I?

Vendor: Vendor Name

**Address Info** Additional Info

Company Name: Contact:

Mr./Ms./...: Phone:

First Name: M.I.: FAX:

Last Name: Alt. Ph.:

Address: Alt. Contact:

E-mail:

Print on Check as:

Address Details

OK Cancel Next

☐ Vendor is inactive

**NOTE:** If the vendor is an individual and you list individuals last name first, that is how you should enter the name.

- Enter the information requested on the **Address Info** tab and the **Additional Info** tab.

**New Vendor** How Do I?

Vendor: Vendor Name

**Address Info** Additional Info

Company Name: Vendor's Inc. Contact: Victor V Vendor

Mr./Ms./...: Mr Phone: 520-888-9900

First Name: Victor M.I.: V FAX: 520-999-8800

Last Name: Vendor Alt. Ph.:

Address: Vendor's Inc.  
Victor V Vendor  
123 What Street  
Anywho, AZ 88778 Alt. Contact:

E-mail: victor@vendor.com

Print on Check as: Vendor's Inc.

Address Details

OK Cancel Next

☐ Vendor is inactive

## LISTS

## Vendor List / Adding Vendors

**New Vendor** How Do I?

Vendor: Vendor Name

Address Info **Additional Info**

Account: 123456

Custom Fields

Categorizing and Defaults

Type: [Dropdown]

Terms: [Dropdown]

Credit Limit: 1,000.00

Tax ID: [Text]

☐ Vendor eligible for 1099

Define Fields

Opening Balance: [Text] as of 07/25/2001

☐ Vendor is inactive

OK Cancel Next

- Click **OK** to record the new vendor, or select **Next** to record this name and too add another new vendor.

**New Vendor** How Do I?

Vendor: Vendor Name

Address Info **Additional Info**

Account: 123456

Custom Fields

Categorizing and Defaults

Type: [Dropdown]

Terms: [Dropdown]

Credit Limit: 1,000.00

Tax ID: [Text]

☐ Vendor eligible for 1099

Define Fields

Opening Balance: [Text] as of 07/25/2001

☐ Vendor is inactive

OK Cancel Next

## LISTS

### Other Names List / Adding Other Names

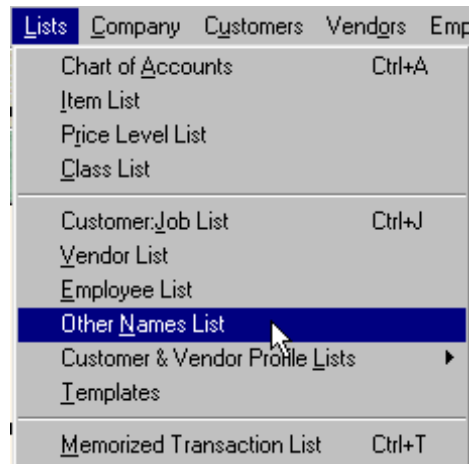
#### Other Names List

The Other Names list is for persons, companies, or things that are not vendors.

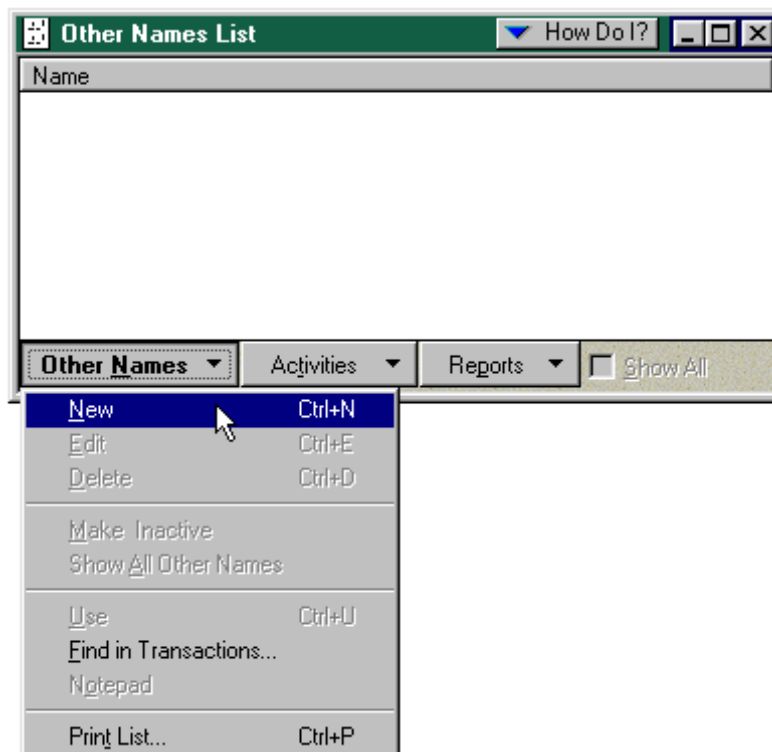
#### Adding Other Names

To Add Names to the Other Names List:

- From the **Menu Bar**, click **Lists** and select the **Other Names List**.



- Select **New** from the **Other Names** menu button.



- In the **Name** field, enter the name of the person, company, or thing.

## LISTS

## Other Names List / Adding Other Names

**NOTE:** If you want this list to be sorted alphabetically by last name, enter the last name first.

- In the remaining fields, enter any relevant information.
- Click **OK** to record the new name, or select **Next** to record this name and too add another new name.

**New Name**

Name: Other Name

Company Name: Another Company

Mr./Ms./...:

First Name: M.I.:

Last Name:

Address: Another Company  
321 Missing Street  
Lost, AZ 89778

Contact:

Phone: 520-777-5432

FAX:

Alt. Ph:

Alt. Contact:

E-mail:

Account:

OK

Cancel

Next

☐ Name is inactive

Address Details

## LISTS

### Class List / Denominational Group Classes / Adding Classes

#### Class List

In order to classify your income and expenses by denominational group, classes are used.

##### Denominational Group Classes

The **Class List** in the New Data File Template contains the following classes used by the Chaplain Service:

- 1 General
- 2 Protestant
- 3 Catholic
- 4 Jewish
- 5 Muslim
- 6 Orthodox

**NOTE:** Some **Classes** are **inactive** and will not appear on the list or be available in transactions until they are made **active**.

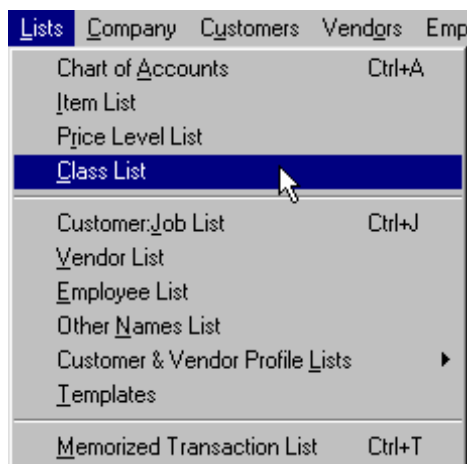
When using class tracking, the **Class** field is added to the transaction screens. This allows each transaction to be tracked to the appropriate religion.

For example, the Chart of Accounts has an income account for **Regular Contributions**. When recording the transaction that reflects a contribution that is considered Regular Contribution income, you must classify the portion of the contribution that was made by the each specific denomination. Using classes will allow tracking by denominational group and you will be able to generate reports to show the breakdown by class.

#### Adding Classes

##### To Add Classes:

- From the **Menu Bar**, click **Lists** and select **Class List**.

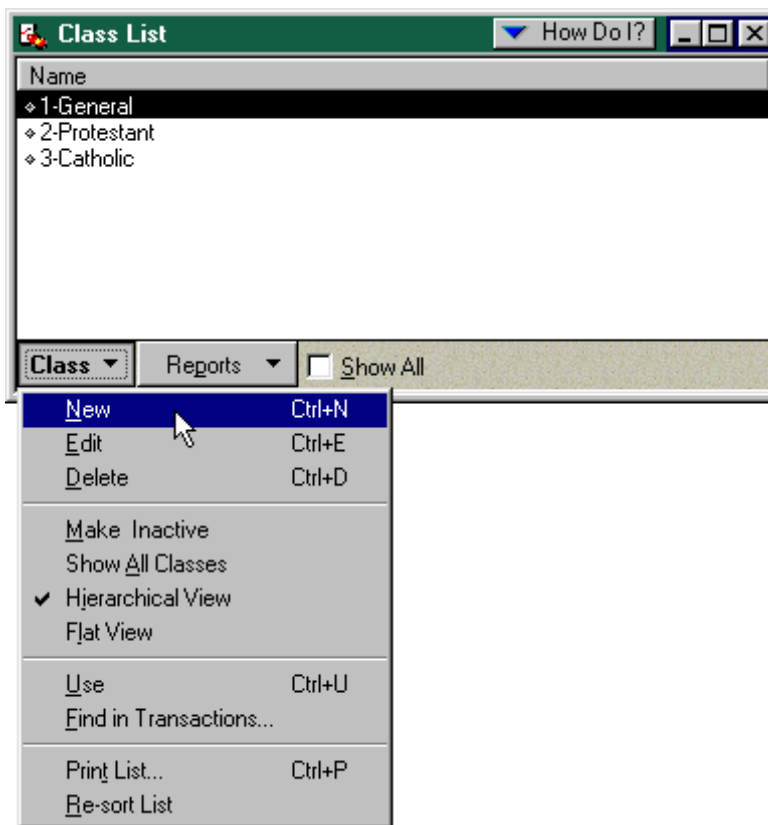




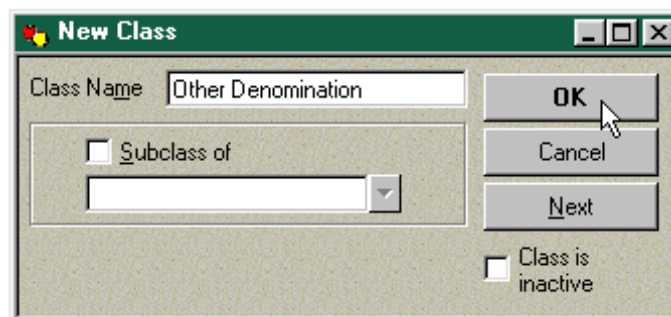
## LISTS

### Class List / Adding Classes

- Select **New** from the **Class** menu button.



- In the **New Class** window, enter the **Class Name**.



- Click **OK** to record the **New Class**.

The new class will now appear in the list and will be available for use in the various transactions that allow you to assign classes.

## LISTS

## Removing List Items / Merging Items

### Removing List Items

QuickBooks provides three ways to remove items from your lists:

- Merging Items
- Making an Item Inactive
- Deleting an Item

Often, deleting a list item is not the best alternative and may not be possible if the item has been used in a transaction that will not be changed.

### Merging Two Items

Merging list items is helpful if two similar list items are being used and you now want to see those items represented by a single line item in your reports.

**Important Note:** Merging is irreversible.

In the following example, a spelling error has caused a vendor to be listed twice in the same list. These two vendor names will be merged to combine them into a single listing in the vendor list. The following screen shots will show the merging of two vendor names. However, the instructions are the same for merging items in all the lists.

#### To Merge Two List Items of the Same Type:

- Display the list containing the items you want to merge.
- Make sure that the items you want to merge are at the same level. If they are not, **move** one item to the level of the other.
- Select the item whose name you **do not** want to use.

Name	Balance
Care Notes	882.00
Kare Knotes	0.00
Mindy Trapp	0.00
North American Mission Board	919.00
Oregon Catholic Press	750.00
Owen's Photography	526.00
Wholesale Florist	0.00

## LISTS

### Removing List Items / Merging Items

- From the **List** window, click the menu button (**Vendor** in this example) at the bottom right, and select **Edit** in the drop down window.



- Change the item name so that it is identical to the item you are merging it with (the correct spelling of the vendor name in this example).

The screenshot shows the 'Edit Vendor' window with the 'Address Info' tab selected. The 'Vendor' field is set to 'Kare Knotes'. The form includes fields for Company Name, Mr./Ms./..., First Name, Last Name, Address, Contact, Phone, FAX, Alt. Ph., Alt. Contact, E-mail, and Print on Check as. There are also buttons for OK, Cancel, Notes, and Address Details.

## LISTS

### Removing List Items / Merging Items

- Click **OK**.

Vendor: Care Notes

Address Info | Additional Info

Company Name: [Text Box] Contact: [Text Box]

Mr./Ms./...: [Text Box] Phone: [Text Box]

First Name: [Text Box] M.I.: [Text Box] FAX: [Text Box]

Last Name: [Text Box] Alt. Ph.: [Text Box]

Address: [Text Area] Alt. Contact: [Text Box]

E-mail: [Text Box]

Print on Check as: [Text Box]

Address Details

OK, Cancel, Notes

☐ Vendor is inactive

- Click **Yes** to confirm that you want to merge the two items.

Merge

? This name is already being used. Would you like to merge them?

Yes No

## LISTS

### Removing List Items / Making a List Item Inactive

#### Making a List Entry Inactive (or Active)

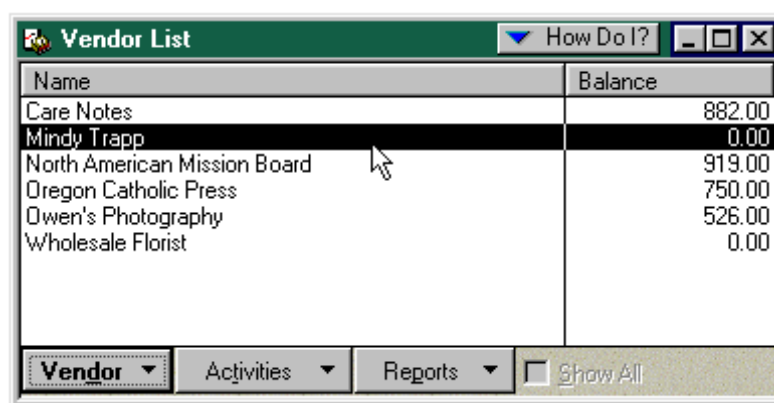
List entries on any list that are not used may be made **Inactive**. This has the effect of hiding them on the list. Likewise, if you wish to begin using an Inactive entry again, it can be made **Active**. Inactive list entries may be viewed on the list using the **Show All** box at the bottom of each list.

#### Inactive

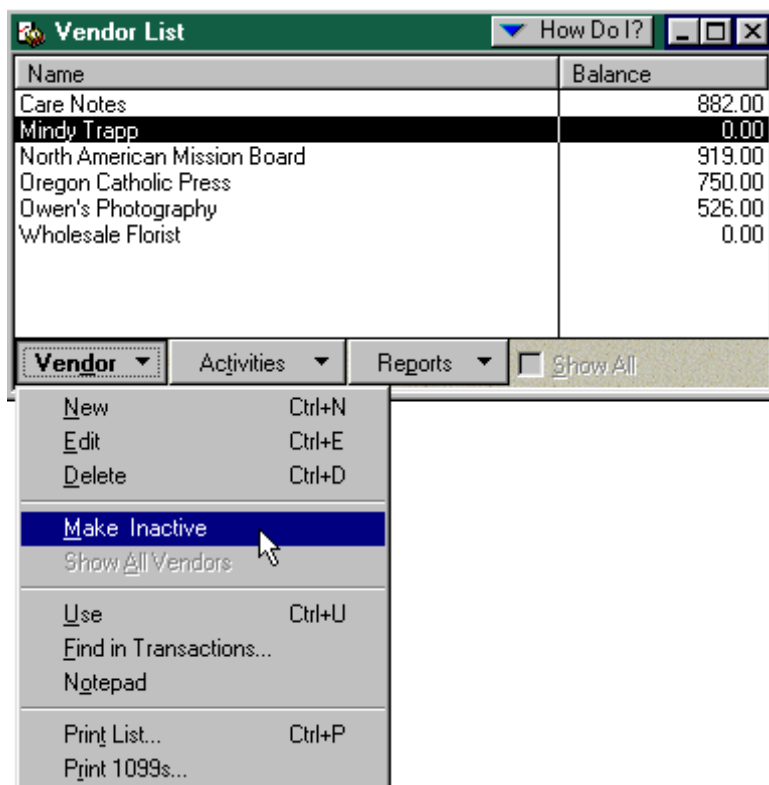
When you make a list entry inactive, QuickBooks keeps the information associated with the entry and all previous transactions using that item/name, but hides it on the list and from any drop-down lists.

#### Making a List Entry Inactive:

- Display the list that contains the entry you want to hide.
- Select the list entry.



- Choose **Make Inactive** from the menu button (Vendor in the example shown) at the bottom of the list.



## LISTS

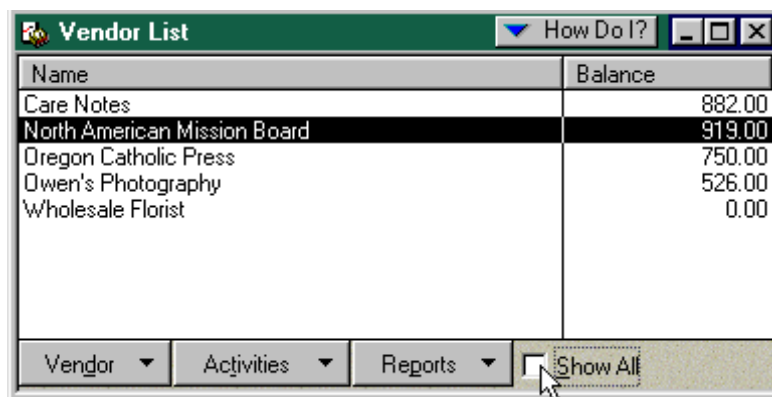
### Removing List Items / Making a List Item Active

#### Active

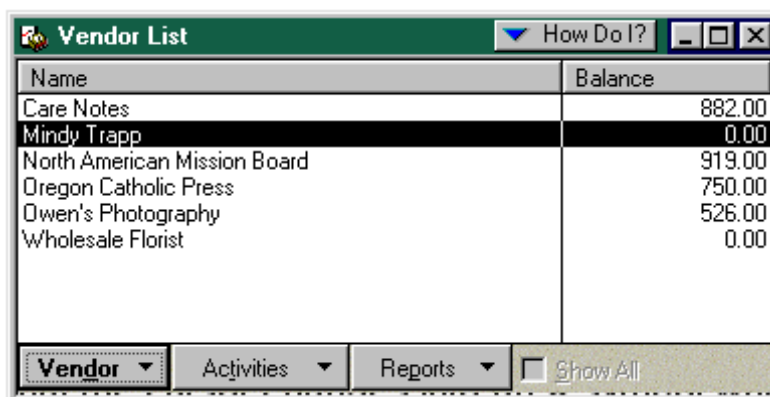
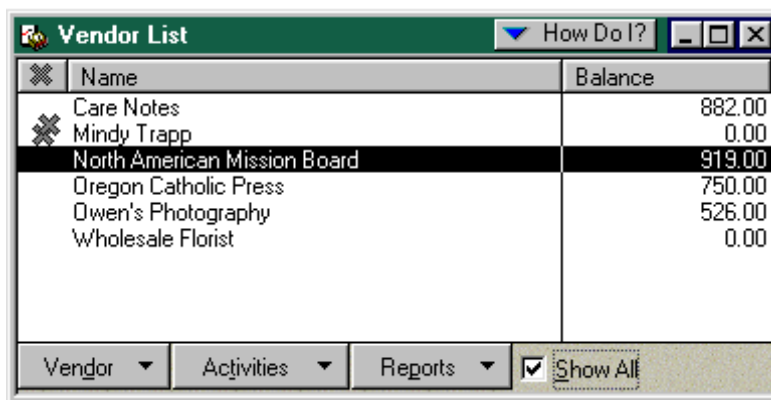
Making a list entry **Active** again restores the item/name on the list and makes it available on drop-down lists for use in transactions.

#### Making an Inactive List Entry Active:

- Display the list that contains the inactive entry.
- Click **Show All**. The **Inactive** entries are indicated by the **X** symbol to the left.



- Notice that the cursor changes into an **X** symbol when it is placed in the column to the left. Line up the cursor **X** over the **X** symbol of the entry you wish to activate and click. The **X** will disappear and the entry will now be **Active**.



- If the list has sub-entries, click **Yes** or **No** to indicate whether you want the sub-entries to be active again.

## LISTS

### Removing List Items / Deleting an Item

#### What if I want to see which entries are inactive?

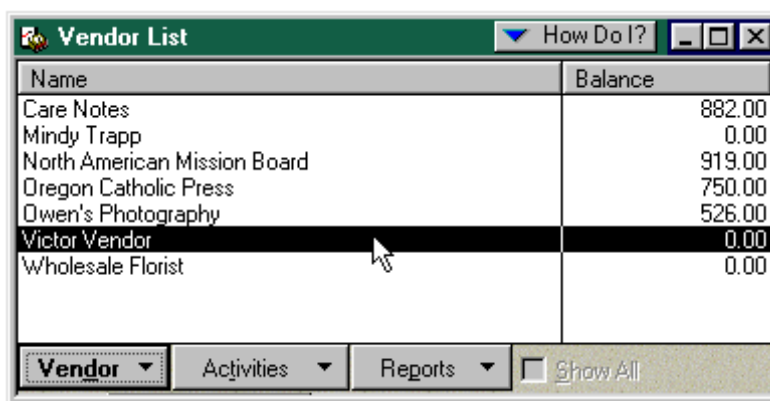
QuickBooks does not show which entries are inactive in a list. To see which entries are inactive, click **Show All**. The **X** symbol will appear in the left column next to the items/names that are inactive.

#### Deleting an Item

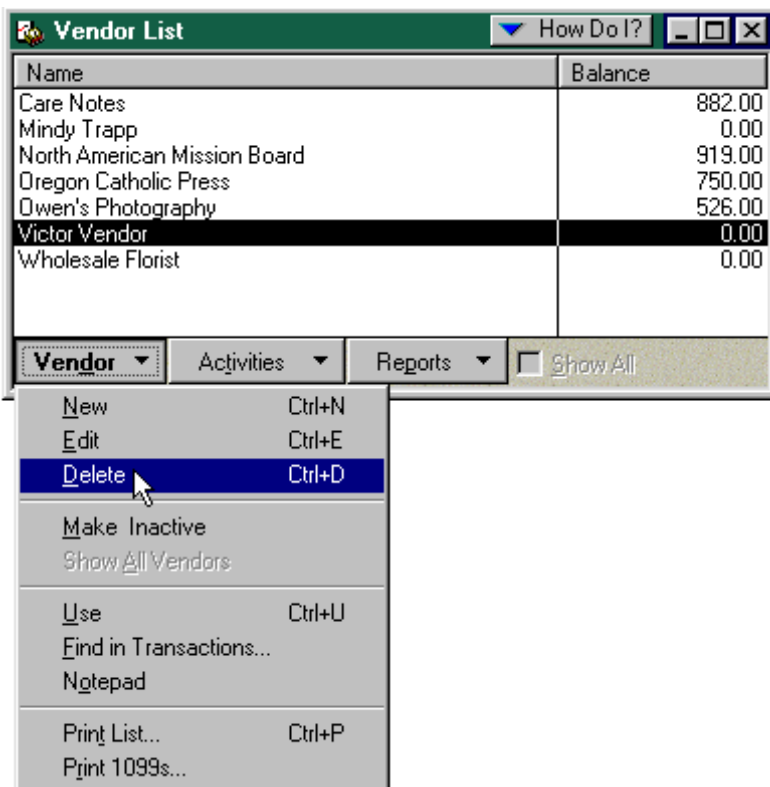
There may be a need to completely remove a List Entry from a list. This may be accomplished as long as the Entry is not used in any transactions. If there are existing transactions with the item/name used in it, either the transaction must be deleted entirely or item/name removed or replaced in the transaction.

#### To Delete a List Entry:

- Display the list that contains the item/name you would like to delete.
- Select the item/name you want to delete.



- From the list menu button, select **Delete**.

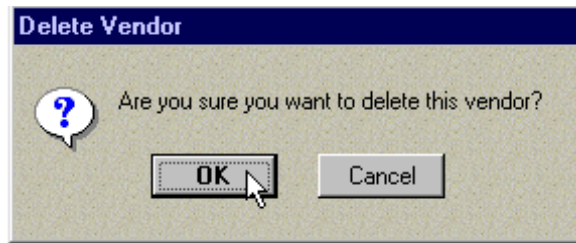




## LISTS

### Removing List Items / Deleting an Item

- Click **OK** to confirm that you want to delete the list item.



#### Other Restrictions on Deleting

You can only delete unused list items.

#### An item cannot be deleted if it:

- Is used in transactions, including memorized transactions.
- Has an online message associated with it.
- Has sub items.

If an item has sub items, either move the item to another parent account or delete the sub items before you delete its parent.

## LISTS

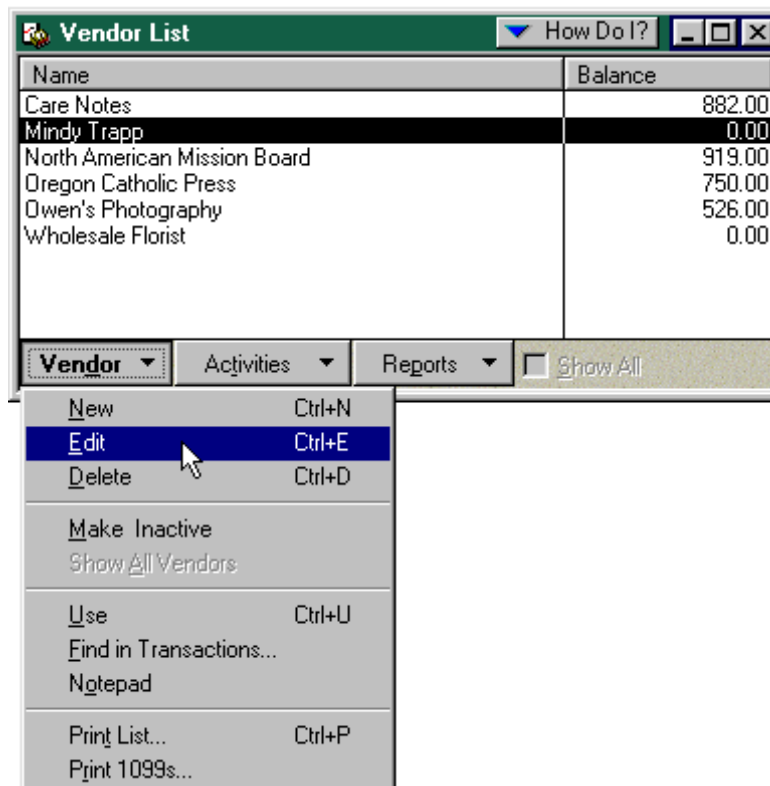
### Editing List Items

#### Editing List Items

If any information about an item/name that appears on your list needs to be changed, the information can be edited.

##### To edit a list item:

- Display the list that contains the item/name you would like to edit.
- Select the item/name to be edited.
- From the list menu button, select **Edit**.



## LISTS

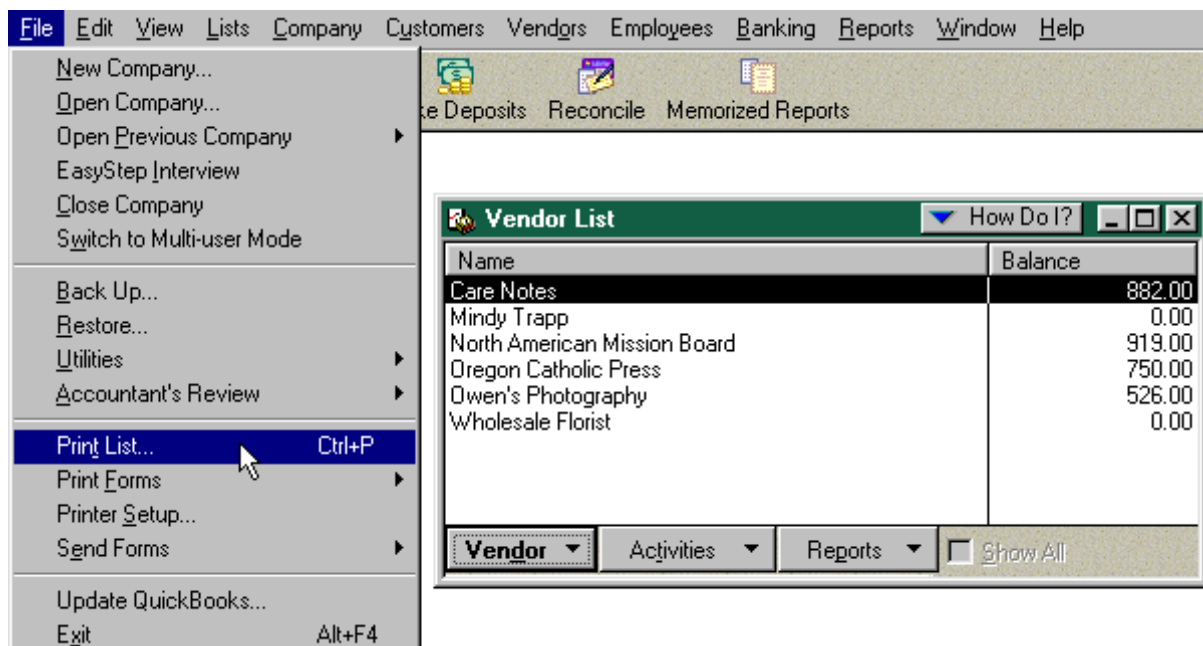
### Editing List Items / Printing Lists

- On the **Edit** screen, make the appropriate changes.
- Click **OK** to record the changes.

## Printing Lists

### To Print a Copy of a QuickBooks List:

- Display the list you want to print.
- From the **Menu Bar** select the **File** and Choose **Print List**.

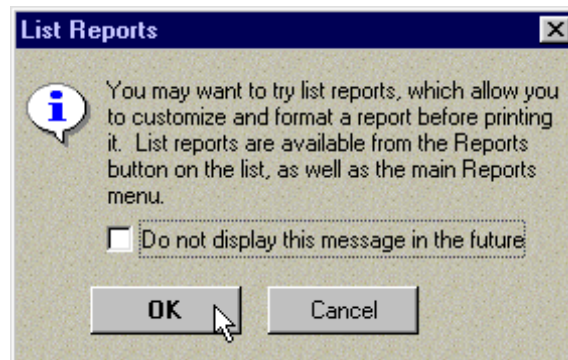


## LISTS

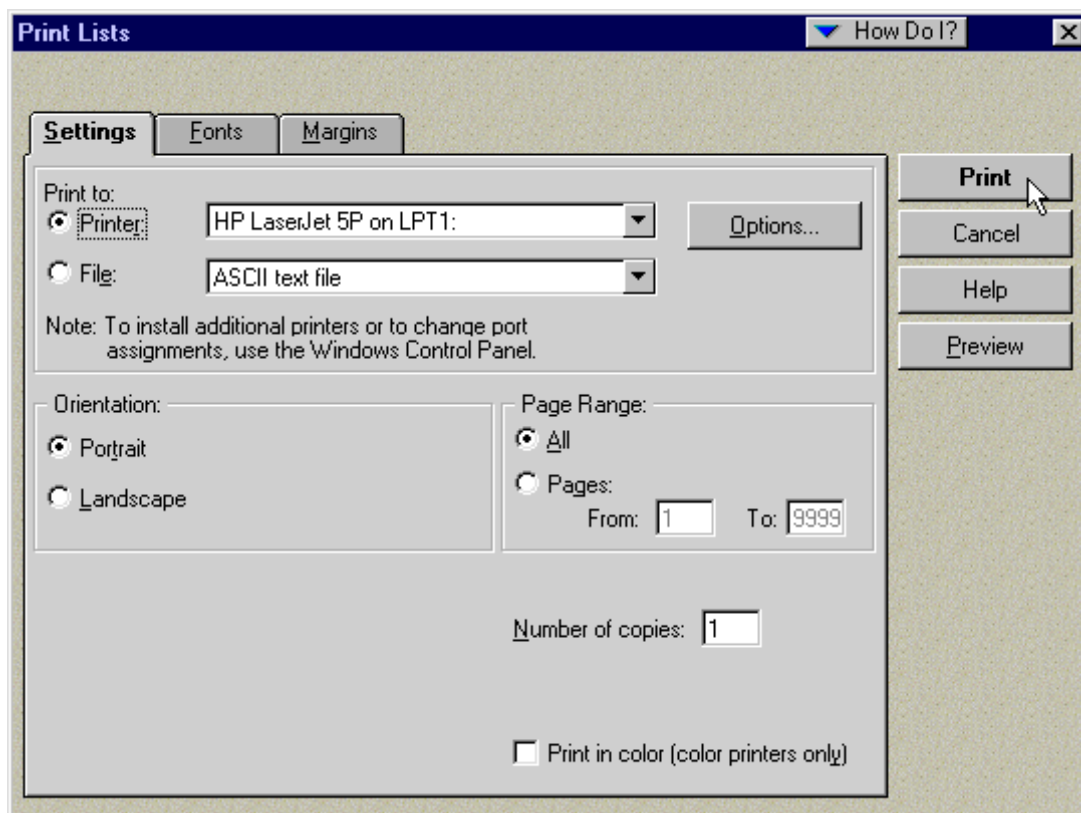
### Printing Lists

**NOTE:** When selecting this option, a dialog box will appear informing you of another way to get a copy of the list that allows you to customize and filter the information that prints out.

- Click **OK** on the **List Reports** dialog box. (You may want to check this to not appear again.)



- On the **Print Lists** window verify that the printer settings are correct.
- Click **Print**.



**List Reports** allow you to print the information that appears on lists along with additional information that does not appear on the list. The reports can be filtered and customized to your specifications. For more information on printing detailed list reports, see the [Reports](#) section.

## FUND BUDGET

### Overview

#### Overview

Budgets are used to track the difference between the projected revenue and expenses and the actual revenue and expenses. With this information budgets can be adjusted to your needs.

#### Relationship to the Chart of Accounts

The Chaplain Fund budget is closely related to the QuickBooks [Chart of Accounts](#). The expense accounts identified during the budget development process must match the expense sub-accounts in the Chart of Accounts. The Accounting Technician changes the Chart of Accounts ([Adding Sub-Accounts](#)) based on annual budget requirements. It is recommended that you use the Chart of Accounts as your expense account baseline during the budget development process each year.

#### Structuring Your Chaplain Fund Budget

The Chaplain Fund budget year runs from 1 October to 30 September. The Accounting Technician enters the QuickBooks budget once the Wing Chaplain approves the final Chapel Program Plan. Enter Chaplain Fund budgets by expense sub-account and accounting classification. For instance, in the example below two budget amounts are entered for the expense account "6421 Sunday School" – one for Protestant, one for Catholic and one for General. This is where the denominational distinction is made. The same expense sub-account is used with budgeted funds being applied to the Protestant, Catholic and General accounting classes.

Budget targets are entered in QuickBooks for each month of the year or with one annual amount for the entire Fiscal Year. To enter one annual amount for the entire fiscal year, enter the entire budgeted amount for the year (by account and class) in the month of October. Instructions for entering monthly budget amounts are given below.

#### Chaplain Fund Budget Targets

QuickBooks allows you to exceed the budgeted funds target. You are encouraged not to change the initial budget figures just because you exceed the monthly or annual budget targets. It is not necessary to change the budget when you exceed the targeted amount. The fact you exceeded your budget target documents a need for increased funding during the next year's budget development process. Changing the QuickBooks budget information constantly makes it difficult to get accurate annual budget comparison data. However, prior to exceeding your approved budget target, remember to get approval IAW local operating procedures.

#### Funding the General Budget

Typically, the general budget includes expenses in support of ecumenical or inter-denominational programs, base-wide functions like a POW-MIA Luncheon, National Prayer Breakfast, chaplain fund maintenance, and other expenses in support of the entire chapel or base wide community. The annual general budget target determines the amount of funding required for general fund operations. It is appropriate to fund the general budget proportionally (based on annual income) from the other denominational group accounts. No single denominational group should assume the responsibility for funding the general fund. The Accounting Technician can transfer funds to the general checking account at different times during the year. If a chaplain fund is very healthy, a one-time transfer at the start of the Fiscal Year may be appropriate. However, it is important to note that since this is just a funds transfer, it is not considered an expense for the denominational groups transferring funds. The Account Managers should consider the amount they must transfer in support of general fund operations when they develop their own budgets. Checking account interest and non-denominational group specific donations are deposited into the general checking account.

## FUND BUDGET

### Overview

#### The Budget Vs. Actual by Class Report

The **Budget vs. Actual by Class Report** documents the amount budgeted for all expense sub-accounts and the actual amount spent. This report is available in the **Memorized Reports** list. Memorized reports may be generated to display expense information for individual classes.

#### Requirements

The projected budgets for the next fiscal year for all budgeted accounts will be needed before you can setup your budget in QuickBooks.

**NOTE:** Remember, only Sub-Accounts may be added to the Chart Accounts. If an additional expense account is required to setup a budget, do NOT create a new parent expense account. Instead, add the new expense account as a sub-account under one of the existing expense accounts.

## FUND BUDGET

### Setting Up Your Budget

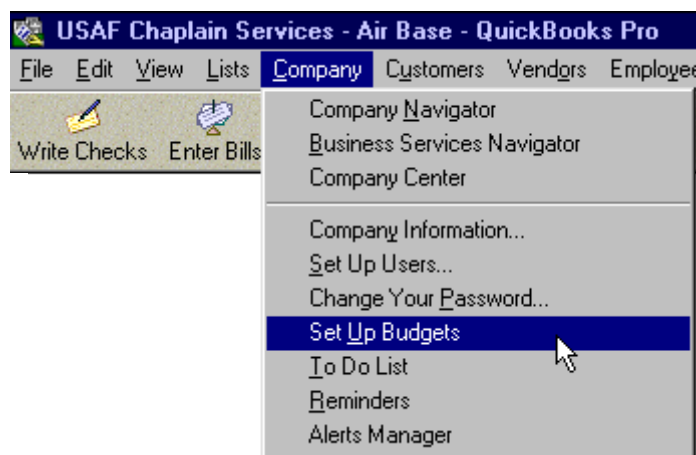
### Setting Up Your Budget

#### Example

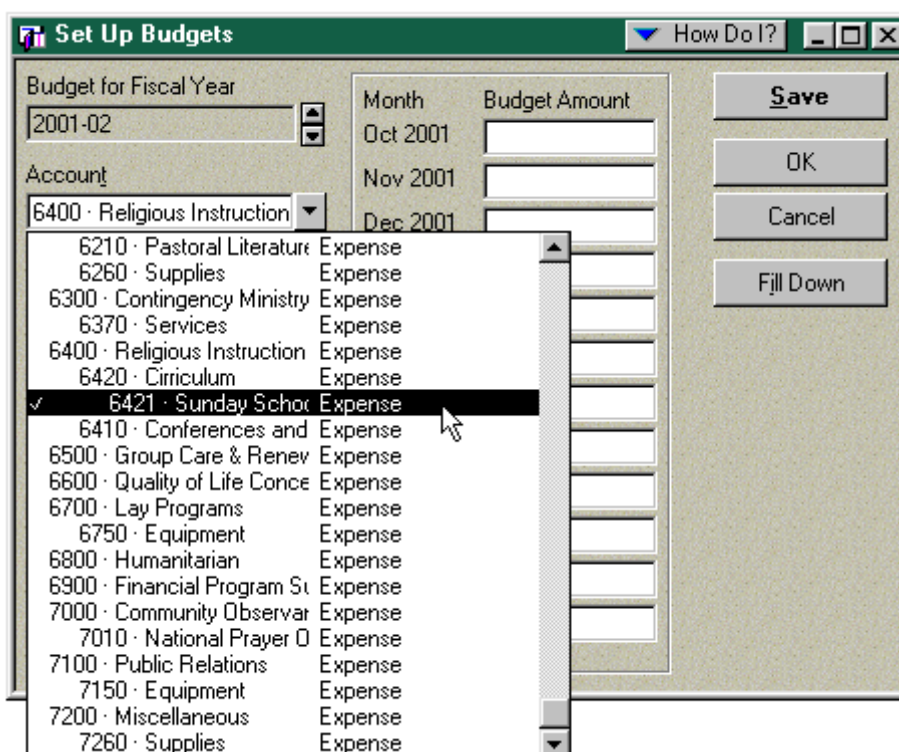
This example shows monthly budgets for sub-accounts created in the Religious Instruction expense account. When setting up the budget in the data file, we enter chaplain fund budgets by expense sub-account and accounting classification. For instance, in the example below the budget amounts are entered for the expense sub-account "6411 Sunday School" in the Protestant, Catholic and General classes. The following instructions will provide the steps for entering budgets for two of the three classes.

#### To Set Up the 6421 Sunday School Budget:

- From **Company** on the **Menu Bar** choose **Set Up Budgets**.



- Select the **6400 Religious Instruction: 6420 Curriculum: 6421 Sunday School** expense sub-account.





## FUND BUDGET

### Setting Up Your Budget

- Select the **Protestant Class**.

**Set Up Budgets** How Do I?

Budget for Fiscal Year: 2001-02

Account: 6400 - Religious Instructi...

Customer:Job:

Class: 2-Protestant

< Add New >

1-General

✓ 2-Protestant

3-Catholic

Month	Budget Amount
Oct 2001	
Nov 2001	
Dec 2001	
Jan 2002	
Feb 2002	
Mar 2002	
Apr 2002	
May 2002	
Jun 2002	
Jul 2002	
Aug 2002	
Sep 2002	

Buttons: Save, OK, Cancel, Fill Down

- Enter the average monthly budget (\$500.00) in the field for **October**.

**Set Up Budgets** How Do I?

Budget for Fiscal Year: 2001-02

Account: 6400 - Religious Instructi...

Customer:Job:

Class: 2-Protestant

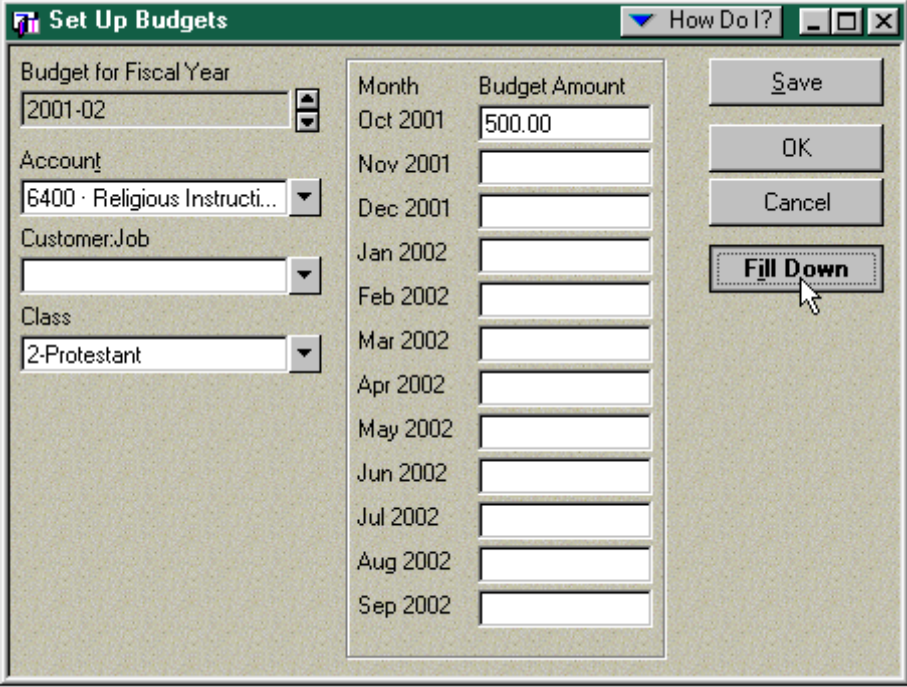
Month	Budget Amount
Oct 2001	500.00
Nov 2001	
Dec 2001	
Jan 2002	
Feb 2002	
Mar 2002	
Apr 2002	
May 2002	
Jun 2002	
Jul 2002	
Aug 2002	
Sep 2002	

Buttons: Save, OK, Cancel, Fill Down

## FUND BUDGET

### Setting Up Your Budget

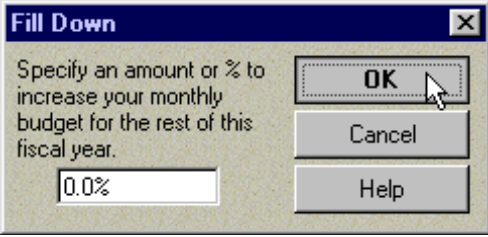
- Click the **Fill Down** button.



The **Set Up Budgets** dialog box is shown. It has a title bar with a question mark icon and the text "Set Up Budgets". On the right side of the title bar is a "How Do I?" button. The dialog is divided into several sections. On the left, there are four dropdown menus: "Budget for Fiscal Year" (set to "2001-02"), "Account" (set to "6400 - Religious Instructi..."), "Customer:Job" (empty), and "Class" (set to "2-Protestant"). In the center, there is a table with two columns: "Month" and "Budget Amount". The "Month" column lists months from "Oct 2001" to "Sep 2002". The "Budget Amount" column has input fields; "Oct 2001" is set to "500.00", and the others are empty. On the right side of the dialog, there are four buttons: "Save", "OK", "Cancel", and "Fill Down". A mouse cursor is pointing at the "Fill Down" button.

Month	Budget Amount
Oct 2001	500.00
Nov 2001	
Dec 2001	
Jan 2002	
Feb 2002	
Mar 2002	
Apr 2002	
May 2002	
Jun 2002	
Jul 2002	
Aug 2002	
Sep 2002	

- Then click **OK** on the **Fill Down** screen.



The **Fill Down** dialog box is shown. It has a title bar with a close button (X). The text inside says: "Specify an amount or % to increase your monthly budget for the rest of this fiscal year." Below this text is an input field containing "0.0%". On the right side, there are three buttons: "OK", "Cancel", and "Help". A mouse cursor is pointing at the "OK" button.

## FUND BUDGET

### Setting Up Your Budget

- The budget for the Protestant Sunday School expense is now entered. Click **Save** to continue setting up the budget.

**Set Up Budgets** How Do I? [ ] [X]

Budget for Fiscal Year: 2001-02

Account: 6400 - Religious Instructi...

Customer:Job: [ ]

Class: 2-Protestant

Month	Budget Amount
Oct 2001	500.00
Nov 2001	500.00
Dec 2001	500.00
Jan 2002	500.00
Feb 2002	500.00
Mar 2002	500.00
Apr 2002	500.00
May 2002	500.00
Jun 2002	500.00
Jul 2002	500.00
Aug 2002	500.00
Sep 2002	500.00

Buttons: Save, OK, Cancel, Fill Down

- The **6400 Religious Instruction: 6420 Curriculum: 6421 Sunday School** expense sub-account remains as the selected account.
- Select the **Catholic Class**.

**Set Up Budgets** How Do I? [ ] [X]

Budget for Fiscal Year: 2001-02

Account: 6400 - Religious Instructi...

Customer:Job: [ ]

Class: 3-Catholic

< Add New >

- 1-General
- 2-Protestant
- ✓ 3-Catholic

Month	Budget Amount
Oct 2001	
Nov 2001	
Dec 2001	
Jan 2002	
Feb 2002	
Mar 2002	
Apr 2002	
May 2002	
Jun 2002	
Jul 2002	
Aug 2002	
Sep 2002	

Buttons: Save, OK, Cancel, Fill Down



## FUND BUDGET

### Setting Up Your Budget

- Enter the average monthly budget (\$400.00) in the field for **October**.

Budget for Fiscal Year	Month	Budget Amount
2001-02	Oct 2001	400.00
	Nov 2001	
	Dec 2001	
	Jan 2002	
	Feb 2002	
	Mar 2002	
	Apr 2002	
	May 2002	
	Jun 2002	
	Jul 2002	
	Aug 2002	
	Sep 2002	

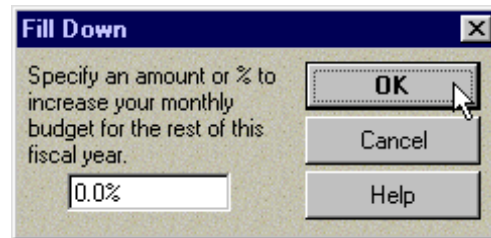
- Click the **Fill Down** button.

Budget for Fiscal Year	Month	Budget Amount
2001-02	Oct 2001	400.00
	Nov 2001	
	Dec 2001	
	Jan 2002	
	Feb 2002	
	Mar 2002	
	Apr 2002	
	May 2002	
	Jun 2002	
	Jul 2002	
	Aug 2002	
	Sep 2002	

## FUND BUDGET

### Setting Up Your Budget

- Then click **OK** on the **Fill Down** screen.



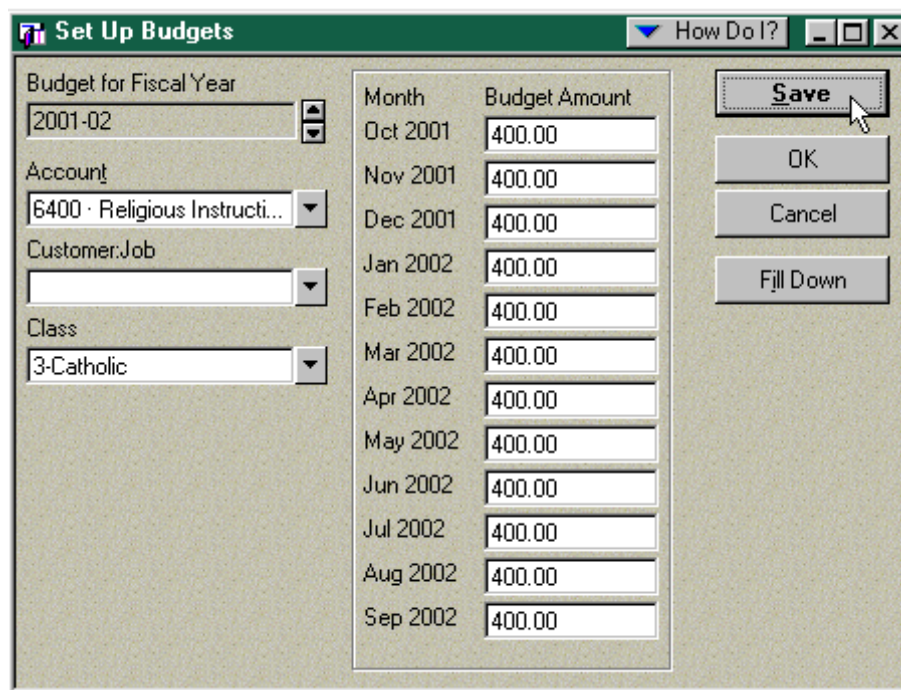
**Fill Down**

Specify an amount or % to increase your monthly budget for the rest of this fiscal year.

0.0%

OK Cancel Help

- The budget for the Catholic Sunday School expense is now entered.
- Click **OK** on the **Set Up Budgets** screen, or continue on to the next account or class by clicking **Save**.



**Set Up Budgets** How Do I? \_ \_ X

Budget for Fiscal Year: 2001-02

Account: 6400 - Religious Instructi...

Customer: Job

Class: 3-Catholic

Month	Budget Amount
Oct 2001	400.00
Nov 2001	400.00
Dec 2001	400.00
Jan 2002	400.00
Feb 2002	400.00
Mar 2002	400.00
Apr 2002	400.00
May 2002	400.00
Jun 2002	400.00
Jul 2002	400.00
Aug 2002	400.00
Sep 2002	400.00

Save OK Cancel Fill Down

## TRANSACTIONS

### Purchasing / Enter Bills

The following section describes how to display, enter, edit, delete, find and memorize transactions.

**NOTE:** In order to run financial reports by denomination, it is imperative that you select a **Class** on ALL transactions that involve revenue or expenses, such as deposits, bills and checks.

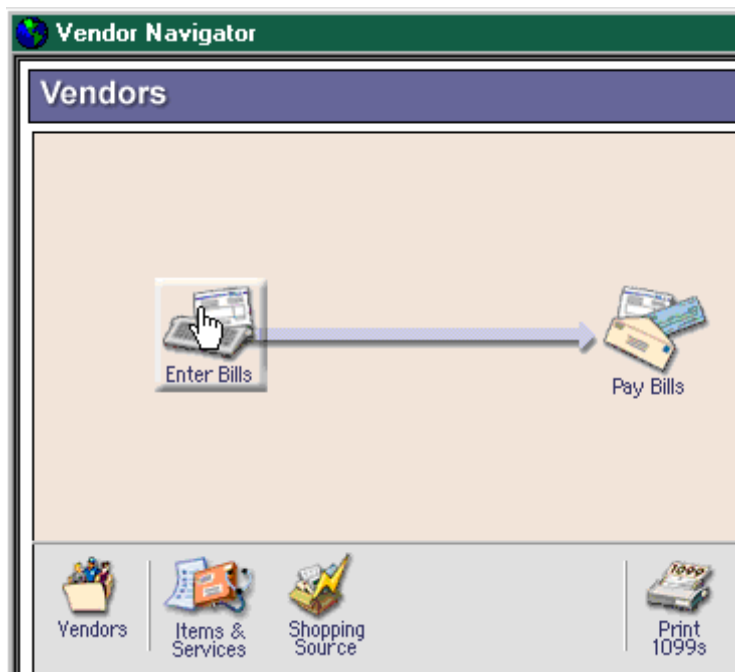
## Purchasing

### Enter Bills

Use **Enter Bills** to show you have made a purchase for which you have not yet paid and will pay later. With this method, you keep money in your fund for as long as possible. In addition, at any time, you can run reports to analyze unpaid bills for information such as which vendors you owe and when the payment is due.

#### To Enter a Bill:

- From the **Vendors** Navigator, click the **Enter Bills** icon.



## TRANSACTIONS

## Purchasing / Enter Bills

- Click the drop-down arrow next to the **Vendor** field and select a vendor. (If the vendor is not on the drop-down list, you can add the vendor by typing in the vendor name and pressing the **[Tab]** key or selecting **<Add New>** from the drop-down list.)

The screenshot shows the 'Enter Bills' window. The 'Vendor' field is set to 'Owen's Photography'. The 'Date' field is '07/25/2001'. The 'Bill Received' checkbox is checked. The 'Terms' field is empty. The 'Memo' field is empty. The dropdown menu for the 'Vendor' field is open, showing a list of vendors: '< Add New >', 'Care Notes', 'Mindy Trapp', 'North American Mission Board', 'Oregon Catholic Press', 'Owen's Photography' (selected), and 'Wholesale Florist'.

- Confirm the bill date is correct. If necessary, you can change the bill date by manually typing in the correct date or by using the **Calendar Icon** located next to the date field.

The screenshot shows the 'Enter Bills' window. The 'Vendor' field is set to 'Owen's Photography'. The 'Date' field is '08/20/2001'. The 'Bill Due' field is empty. The 'Amount Due' field is empty. The 'Terms' field is empty. The 'Ref. No.' field is empty. The 'Memo' field is empty. The 'Expenses' field is '\$99.00'. The 'Items' field is '\$0.00'. The calendar icon next to the 'Date' field is highlighted, showing a calendar for August 2001. The calendar shows the date '20' selected.

Account	Amount	Memo	Customer:Job	Class
	99.00			

Buttons at the bottom: Clear Splits, Recalculate, Save & Close, Save & New, Clear.



## TRANSACTIONS

## Purchasing / Enter Bills

- Click the drop-down arrow next to the **Terms** field and select a payment term if needed. (If the payment term is not on the drop-down list, you can add the term by typing in the name of the term and pressing the [Tab] key or by choosing <Add New> from the drop-down list.)

The screenshot shows the 'Enter Bills' window with the 'Bill' tab selected. The 'Terms' field is set to '30 days' and a mouse cursor is clicking the drop-down arrow next to it. Other fields include Vendor 'Owen's Photography', Date '08/20/2001', Bill Due '09/19/2001', Amount Due '0.00', and Ref. No. field.

- Enter the total amount of the bill in the **Amount Due** field.

The screenshot shows the 'Enter Bills' window with the 'Bill' tab selected. The 'Amount Due' field is circled in red, indicating it should be filled with the total amount of the bill. Other fields include Vendor 'Owen's Photography', Date '08/20/2001', Bill Due '09/19/2001', and Ref. No. field.

- Fill in the **Ref. No.** and **Memo** fields if needed.

The screenshot shows the 'Enter Bills' window with the 'Bill' tab selected. The 'Ref. No.' field is filled with '4456334' and the 'Memo' field is filled with 'Group Photograph'. Other fields include Vendor 'Owen's Photography', Date '08/20/2001', Bill Due '09/19/2001', and Amount Due '99.00'.

**NOTE:** The **Ref. No.** field is most often used to track the Vendors bill number.

## TRANSACTIONS

## Purchasing / Enter Bills

- Select the proper accounts under the **Expenses** tab in the lower half of the window.

Memo: Group Photograph

**Expenses** \$99.00 **Items** \$0.00

Account	Amount	Memo	Customer:Job	Class
6100 · Counseling & Guidance Expense	99.00			
✓ 6190 · Other Expense				
6200 · Pastoral Visitation Expense				
6210 · Pastoral Literature Expense				
6260 · Supplies Expense				
6300 · Contingency Ministry Expense				
6370 · Services Expense				
6400 · Religious Instruction Expense				
6420 · Curriculum Expense				
6421 · Sunday School Expense				
6410 · Conferences and Seminars Expense				
6500 · Group Care & Renewal Expense				
6600 · Quality of Life Concerns Expense				
6700 · Lay Programs Expense				
6750 · Equipment Expense				
6800 · Humanitarian Expense				
6900 · Financial Program Support Expense				
7000 · Community Observance Expense				
7010 · National Prayer Observance Expense				
7100 · Public Relations Expense				
7150 · Equipment Expense				

Save & Close Save & New Clear

- On each expense line needed enter the appropriate **Account** and pertinent information in the **Amount**, **Memo**, and **Class** fields.

Memo: Group Photograph

**Expenses** \$99.00 **Items** \$0.00

Account	Amount	Memo	Customer:Job	Class
6100 · Counseling & Guidance Expense	99.00	Outing		1-General

Clear Splits Recalculate Save & Close Save & New Clear

**NOTE:** Entering the **Class** in the Class field is one of the **most important** parts of entering this transaction, as it will determine which denomination this expense will track to.

## TRANSACTIONS

## Purchasing / Enter Bills

- While entering the detail information, if you want to start over, click the **Clear Splits** button. If the detail information does not add up to the same amount as the total, QuickBooks will not record the bill. If the detail amount is correct, you can click the **Recalculate** button to automatically enter the corrected total in the **Amount Due** field.

Memo Group Photograph

**Expenses** \$99.00 **Items**

Account	Amount
6100 · Counseling & ...	99.00

**Clear Splits** **Recalculate**

Memo Group Photograph

**Expenses** \$99.00 **Items**

Account	Amount
6100 · Counseling & ...	99.00

**Clear Splits** **Recalculate**

- After you have entered the bill correctly, click the **Save & Close** button to record the bill, or click the **Save & New** button to record the bill and enter another bill.

**Enter Bills** How Do I? [X] [ ] [ ]

Previous Next History

☒ Bill ☐ Credit ☒ Bill Received

**Bill**

Vendor Owen's Photography Date 08/20/2001

Bill Due 09/19/2001

Discount Date Amount Due 99.00

Terms 30 days Ref. No. 4456334

Memo Group Photograph

**Expenses** \$99.00 **Items** \$0.00

Account	Amount	Memo	Customer:Job	Class
6100 · Counseling & ...	99.00	Outing		1-General

**Clear Splits** **Recalculate** **Save & Close** **Save & New** **Clear**

## TRANSACTIONS

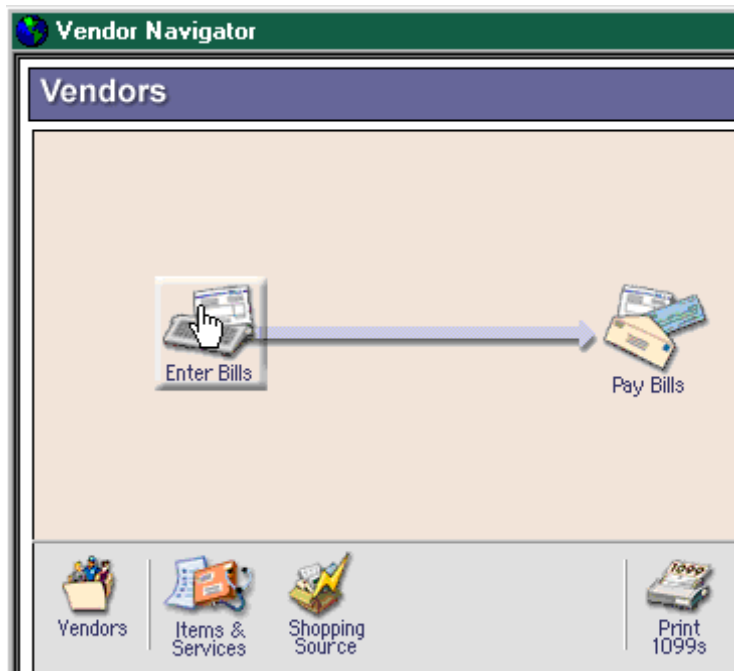
### Purchasing / Bill Credits

#### Bill Credits

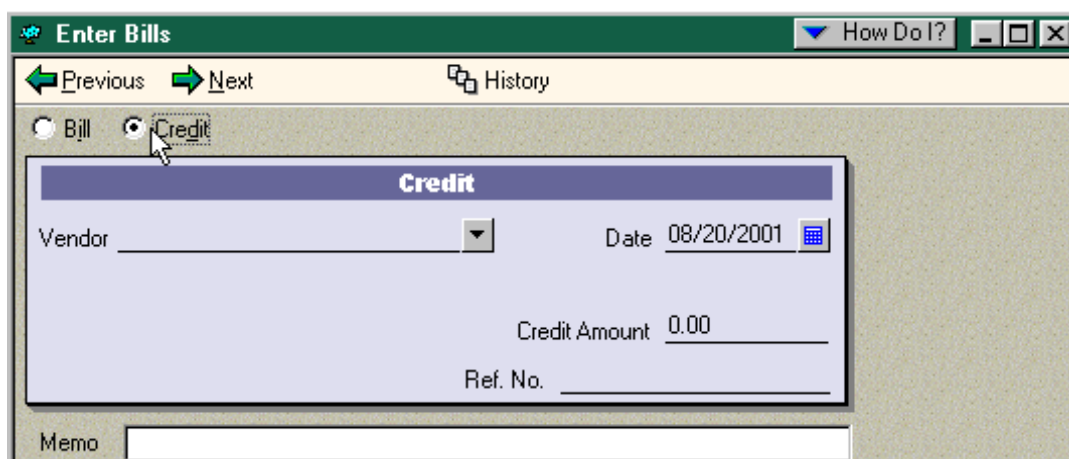
Bill Credits are used when a Vendor issues a credit to you against an outstanding bill.

##### To Enter a Bill Credit:

- From the **Vendors** Navigator, click the **Enter Bills** icon.



- Select the **Credit** button in the top left corner of the window.



## TRANSACTIONS

## Purchasing / Bill Credits

- Click the drop-down arrow next to the **Vendor** field and select a vendor. (If the vendor is not on the drop-down list, you can add the vendor by typing in the vendor name and pressing the **[Tab]** key or selecting **<Add New>** from the drop-down list).

**Enter Bills** [How Do I?] [Previous] [Next] [History]

☐ Bill ☒ Credit

**Credit**

Vendor: Owen's Photography Date: 08/20/2001

< Add New >

Care Notes	Vendor	0.00
Mindy Trapp	Vendor	
North American Mission Board	Vendor	
Oregon Catholic Press	Vendor	
✓ Owen's Photography	Vendor	
Wholesale Florist	Vendor	

Memo: \_\_\_\_\_

- Confirm the bill credit date is correct. If necessary, change the bill credit date by manually typing in the correct date or by using the **Calendar Icon** located next to the date field.

**Enter Bills** [How Do I?] [Previous] [Next] [History]

☐ Bill ☒ Credit

**Credit**

Vendor: Owen's Photography Date: 08/20/2001

Credit Amount: \_\_\_\_\_

Ref. No. \_\_\_\_\_

Memo: \_\_\_\_\_

Calendar: August - 2001

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- Enter the total amount of the bill credit in the **Credit Amount** field.

**Enter Bills** [How Do I?] [Previous] [Next] [History]

☐ Bill ☒ Credit

**Credit**

Vendor: Owen's Photography Date: 08/20/2001

Credit Amount: 20.00

Ref. No. \_\_\_\_\_

Memo: \_\_\_\_\_

## TRANSACTIONS

## Purchasing / Bill Credits

- Fill in the **Ref. No.** and **Memo** fields if needed. The **Ref. No.** field is most often used to track the Vendors bill or credit memo number.
- Select the proper accounts under the **Expenses** tab in the lower half of the window.

Memo: Group Photograph

**Expenses** \$20.00 **Items** \$0.00

Account	Amount	Memo	Customer:Job	Class
6190 · Other	20.00			
6200 · Pastoral Visitation	Expense			
6210 · Pastoral Literature	Expense			
6260 · Supplies	Expense			
6300 · Contingency Ministry	Expense			
6370 · Services	Expense			
6400 · Religious Instruction	Expense			
6420 · Curriculum	Expense			
6421 · Sunday School	Expense			
6410 · Conferences and	Expense			
6500 · Group Care & Renew	Expense			
6600 · Quality of Life Conce	Expense			
6700 · Lay Programs	Expense			
6750 · Equipment	Expense			
6800 · Humanitarian	Expense			
6900 · Financial Program S	Expense			
7000 · Community Observa	Expense			
7010 · National Prayer O	Expense			
7100 · Public Relations	Expense			
7150 · Equipment	Expense			

Buttons: Save & Close, Save & New, Clear, Refresh, Sort By: Default

- On each expense line needed enter the appropriate **Account** and pertinent information in the **Amount**, **Memo**, and **Class** fields.

Memo: Group Photograph

**Expenses** \$20.00 **Items** \$0.00

Account	Amount	Memo	Customer:Job	Class
6100 · Counseling...	20.00	Poor Photo Credit		1-General

Buttons: Clear Splits, Recalculate, Save & Close, Save & New, Clear

Class dropdown options: < Add New >, 1-General (selected), 2-Protestant, 3-Catholic

**NOTE:** Entering the **Class** in the Class field is one of the **most important** parts of entering this transaction, as it will determine which denomination this expense will track to.



## TRANSACTIONS

## Purchasing / Bill Credits

- While entering the detail information, if you want to start over, click the **Clear Splits** button. If you find the detail information does not add up to the same amount as the total, QuickBooks will not record the bill credit. If the detail amount is correct, you can click the **Recalculate** button to automatically enter the corrected total in the **Amount Due** field.
- After you have entered the bill credit correctly, click the **Save & Close** button to record the bill credit, or click the **Save & New** button to record the bill credit and enter another bill or bill credit.

The screenshot shows the 'Enter Bills' window with the 'Credit' radio button selected. The vendor is 'Owen's Photography', the date is '08/20/2001', the credit amount is '20.00', and the reference number is '4456334'. The memo is 'Group Photograph'. Below this, the 'Expenses' section shows a total of '\$20.00' and the 'Items' section shows a total of '\$0.00'. A table lists the expense details:

Account	Amount	Memo	Customer:Job	Class
6100 - Counseling & ...	20.00	Poor Photo Credit		1-General

At the bottom of the window, there are buttons for 'Clear Splits', 'Recalculate', 'Save & Close', 'Save & New', and 'Clear'. A mouse cursor is pointing at the 'Save & Close' button.



## TRANSACTIONS

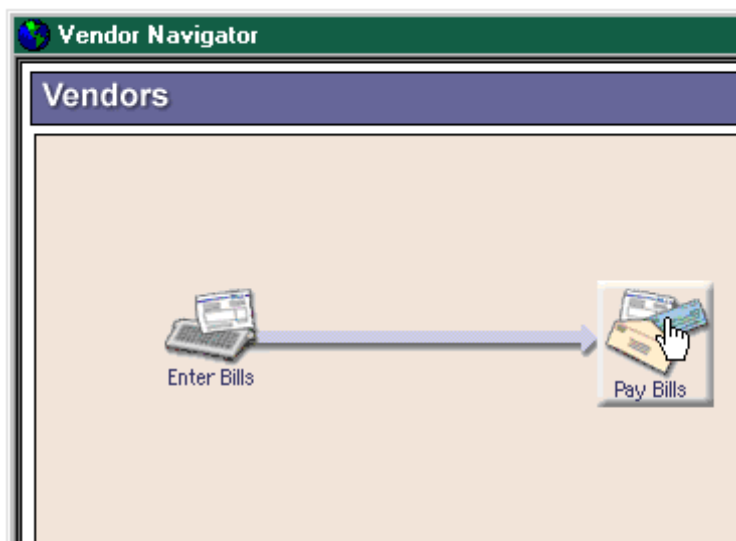
### Purchasing / Pay Bills

#### Pay Bills

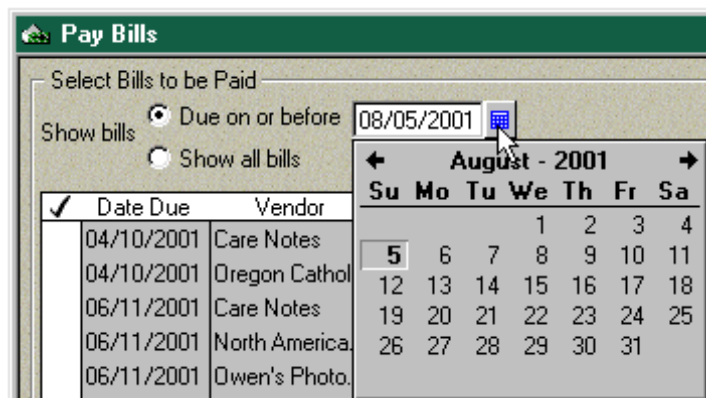
If you entered a bill, use the **Pay Bills** window to pay the bill. **Do not** use the **Write Checks** feature or the **Bank Account Register** to record payment for the bill. QuickBooks writes the check for you when you use the **Pay Bills** window. If a check is written from the **Write Checks** feature or from the **Bank Account Register** to pay the bill, the bill will remain in QuickBooks as **Unpaid**. Not only is it faster to pay bills through the **Pay Bills** feature, QuickBooks uses this feature to know how much has been paid on each bill.

#### To Pay Bills:

- From the **Vendors** Navigator, click the **Pay Bills** icon.



- You can **Show bills** by selecting **Due on or before** or to **Show all bills**. If you select the **Due on or before** option, you can manually enter a date or select a date using the **Calendar Icon**.



## TRANSACTIONS

## Purchasing / Pay Bills

- Select the bills you want to pay by clicking in the column to the left of the bill. A check mark will appear next to each bill you have selected. If the **Amt. To Pay** column does not display the amount you plan to pay; you can manually enter the correct amount into that column.

**Pay Bills** How Do I?

Select Bills to be Paid

Show bills ☒ Due on or before 08/05/2001 ☐ Show all bills Sort Bills By Due Date

✓	Date Due	Vendor	Ref. No.	Disc. Date	Amt. Due	Disc. Used	Credits Used	Amt. To Pay
	04/10/2001	Care Notes			550.00	0.00	0.00	0.00
	04/10/2001	Oregon Cathol...			750.00	0.00	0.00	0.00
✓	06/11/2001	Care Notes			332.00	0.00	0.00	200.00
	06/11/2001	North America...			919.00	0.00	0.00	0.00
	06/11/2001	Owen's Photo...			526.00	0.00	0.00	0.00

- In the **Discount & Credit Information** section, you can view the bill, set a discount, or use any credits available from this vendor.

**Pay Bills** How Do I?

Select Bills to be Paid

Show bills ☒ Due on or before 08/05/2001 ☐ Show all bills Sort Bills By Due Date

✓	Date Due	Vendor	Ref. No.	Disc. Date	Amt. Due	Disc. Used	Credits Used	Amt. To Pay
	04/10/2001	Care Notes			550.00	0.00	0.00	0.00
	04/10/2001	Oregon Cathol...			750.00	0.00	0.00	0.00
✓	06/11/2001	Care Notes			332.00	0.00	0.00	200.00
	06/11/2001	North America...			919.00	0.00	0.00	0.00
	06/11/2001	Owen's Photo...			526.00	0.00	0.00	0.00
Totals					3,077.00			200.00

Discount & Credit Information for Highlighted Bill

Vendor **Care Notes** Terms Number of Credits **0**

Bill Ref. No. Sugg. Discount **0.00** Total Credits Available **0.00**

Go to Bill Set Discount Set Credits

## TRANSACTIONS

## Purchasing / Pay Bills

Bill			
Vendor	Care Notes	Amount Due	332.00
Ref. No.		Discount Used	20.00
Date	06/11/2001	Credits Used	0.00
Original Amt.	332.00	Amt. To Pay	312.00

**Discount** | Credits

Discount Date  
Terms  
Suggested Discount: 0.00  
Amount of Discount: 20.00  
Discount Account: [dropdown]

Done Cancel Help

- Select the account to use to make the payment from in the **Payment Account** field, the payment method in the **Payment Method** field and the **Payment Date**. If you plan to print the bill payment checks, select **To be printed**.

Discount & Credit Information for Highlighted Bill

Vendor: **Care Notes** | Terms: | Number of Credits: **0**

Bill Ref. No.: | Sugg. Discount: **0.00** | Total Credits Available: **0.00**

Go to Bill | Set Discount | Set Credits

Payment Account: 1000 - Checking:1010 - General | Ending Balance: 1,800.00

Payment Method: Check | ☒ To be printed | ☐ Assign check no.

Payment Date: 08/15/2001

Clear Selections | Pay & Close | Pay & New | Clear

Taxes giving you headaches? Let TurboTax guide you through your taxes.

- Repeat these steps for as many vendors as you want to pay at this time. QuickBooks will create one payment for each vendor. Multiple bills for the same vendor will be paid with one transaction (**Bill Pmt. Check**).

## TRANSACTIONS

## Purchasing / Pay Bills

- After you have confirmed all information to be correct, click the **Pay & Close** button to record the payment(s), or click the **Pay & New** button to record the payment(s) and enter more.

**Pay Bills** How Do I?

Select Bills to be Paid

Show bills ☒ Due on or before 08/05/2001 ☐ Show all bills Sort Bills By Due Date

✓	Date Due	Vendor	Ref. No.	Disc. Date	Amt. Due	Disc. Used	Credits Used	Amt. To Pay
	04/10/2001	Care Notes			550.00	0.00	0.00	0.00
	04/10/2001	Oregon Cathol...			750.00	0.00	0.00	0.00
✓	06/11/2001	Care Notes			332.00	0.00	0.00	200.00
	06/11/2001	North America...			919.00	0.00	0.00	0.00
	06/11/2001	Owen's Photo...			526.00	0.00	0.00	0.00
Totals					3,077.00			200.00

Discount & Credit Information for Highlighted Bill

Vendor **Care Notes** Terms Number of Credits **0**

Bill Ref. No. Sugg. Discount **0.00** Total Credits Available **0.00**

[Go to Bill](#) [Set Discount](#) [Set Credits](#)

Payment Account: 1000 · Checking:1010 · General Ending Balance **1,800.00**

Payment Method: Check ☒ To be printed ☐ Assign check no.

Payment Date: 08/15/2001

[Clear Selections](#) **Pay & Close** [Pay & New](#) [Clear](#)

[Taxes giving you headaches? Let TurboTax guide you through your taxes.](#)

**What if I enter a bill and accidentally pay the bill by creating a check in the **Write Checks** feature or from the **Bank Account Register**?**

You must locate the check and **Delete** it after making a **Backup**. Then use the **Pay Bill** function to properly handle the **Accounts Payable** entry.

**NOTE:** The **First Step** whenever you are about to **Delete** a transaction is to: **Make a Backup of your data file.**

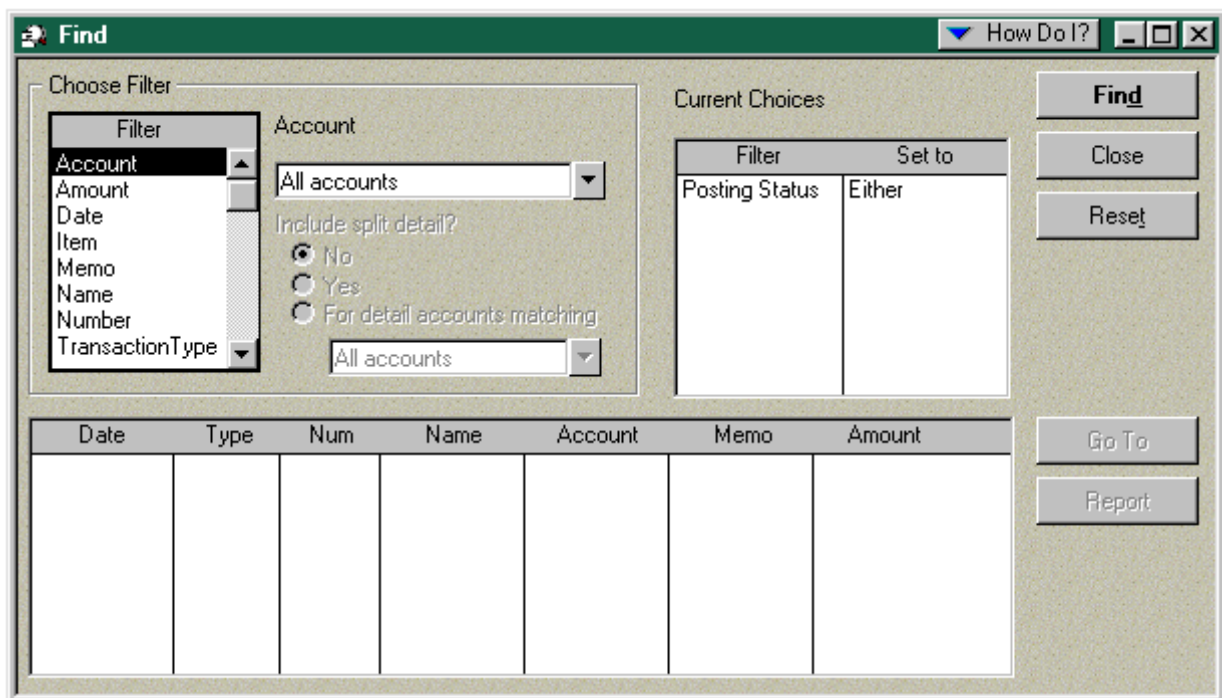
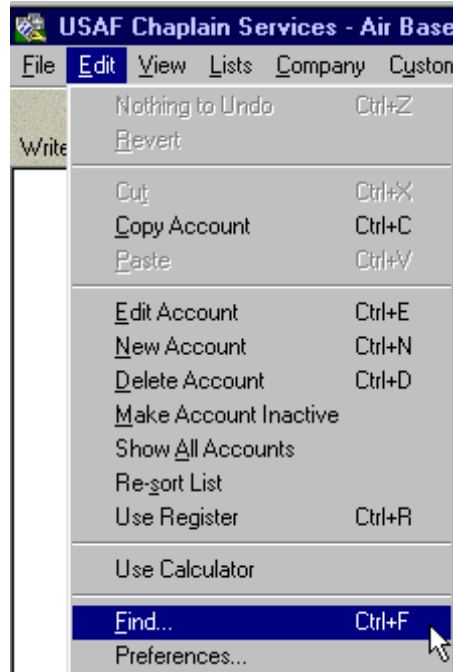


## TRANSACTIONS

### Purchasing / Pay Bills / Finding a Check

#### Finding a Transaction:

- Locate the **Check** written to pay the bill. To accomplish this you can use the **Find** feature.
- From the **Edit** menu select **Find**.



- Select the appropriate filter from the **Filter** list.
- Define the parameters for the filter you selected in the section to the right of the filter list. For example, you can narrow your search by filtering for an amount, vendor name, and transaction type.

# TRANSACTIONS

## Purchasing / Pay Bills / Finding a Check

- Click the **Find** button after you have made all of your filter selections.

[illegible]

- If you see the transaction you want listed at the bottom of the window, double-click the transaction or select the transaction and click the **Go To** button to open the transaction.

Find

How Do I?

Choose Filter
 

Filter

Account  
 Amount  
 Date  
 Item  
 Memo  
 Name  
 Number  
 TransactionType

TransactionType
 

Check

Current Choices
 

Filter	Set to
TransactionType	Check
Posting Status	Either

Find

Close

Reset

Date	Type	Num	Name	Account	Memo	Amount
03/31/2001	CHK	1	Mindy Trapp	1000 - Check		-500.00
03/31/2001	CHK		Mindy Trapp	3000 - Opening		500.00
05/10/2001	CHK		Wholesale F	1100 - Savin		-124.50
05/10/2001	CHK		Wholesale Flo	3000 - Opening		124.50
07/06/2001	CHK		Care Notes	1000 - Check		-170.00
07/06/2001	CHK		Care Notes	3000 - Opening		170.00
07/06/2001	CHK	1		1000 - Check		-390.00
07/06/2001	CHK			3000 - Opening		390.00

Go To

Report

Number of matches: 8

## TRANSACTIONS

## Purchasing / Pay Bills / Finding a Check

**Write Checks - Catholic** [How Do I?] [X]

← Previous → Next Print

Bank Account: 1000 · Checking:1030 · Catholic Ending Balance: 8,375.00

Pay to the Order of: Care Notes No. \_\_\_\_\_ Date: 07/06/2001 \$ 170.00

One hundred seventy and 00/100\* ..... Dollars

Address: Care Notes

Memo: \_\_\_\_\_

**Expenses \$170.00** Items \$0.00 ☐ To be printed

Account	Amount	Memo	Customer:Job	Class
6000 · Worship & Re	170.00			

Clear Splits Recalculate Save & Close **Save & New** Revert

[FREE! 30-day trial when you sign up for QuickBooks Online Backup Service.](#)

- If this is the transaction you are looking for you may close the **Find** window.

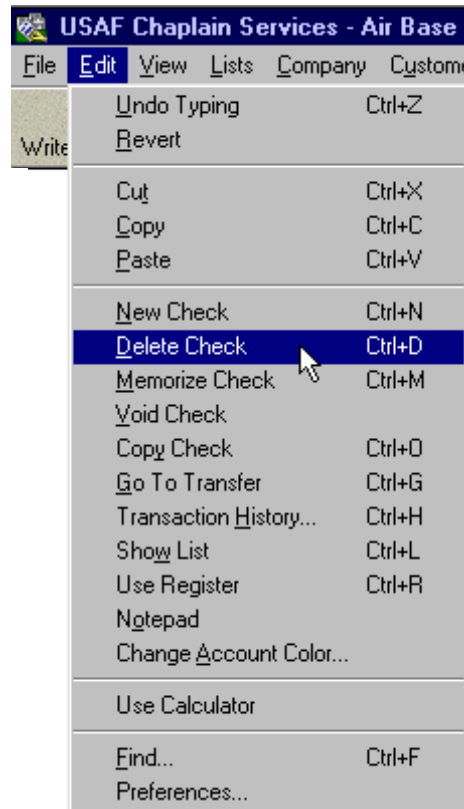


## TRANSACTIONS

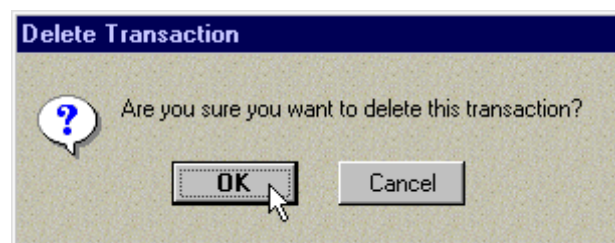
### Purchasing / Pay Bills / Deleting a Check

#### Deleting the Check:

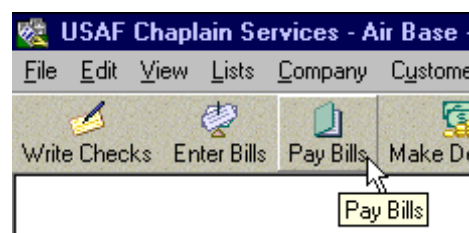
- After finding the check, either print a copy of the check on a blank sheet of paper or write down the details of the check.
- Click the **Edit** menu and select **Delete Check**.



- Click **OK** to delete the check in the **Delete Transaction** window.



- Access the **Pay Bills** feature to pay the bill.



## TRANSACTIONS

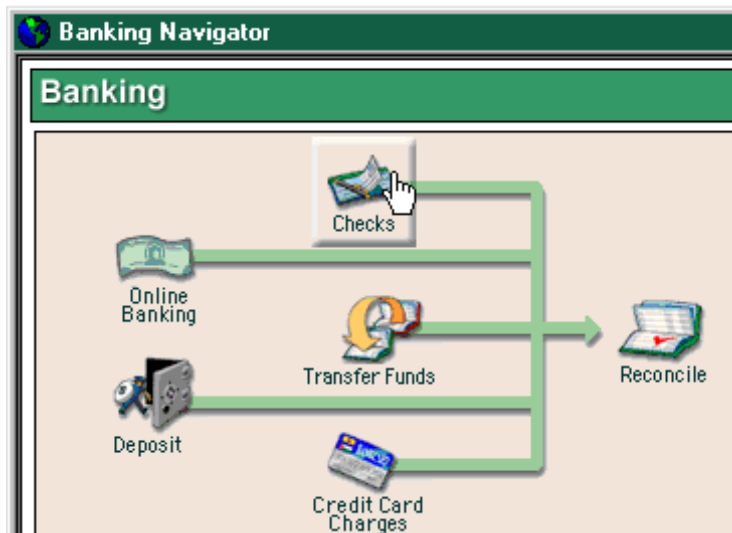
### Purchasing / Write Checks

#### Write Checks

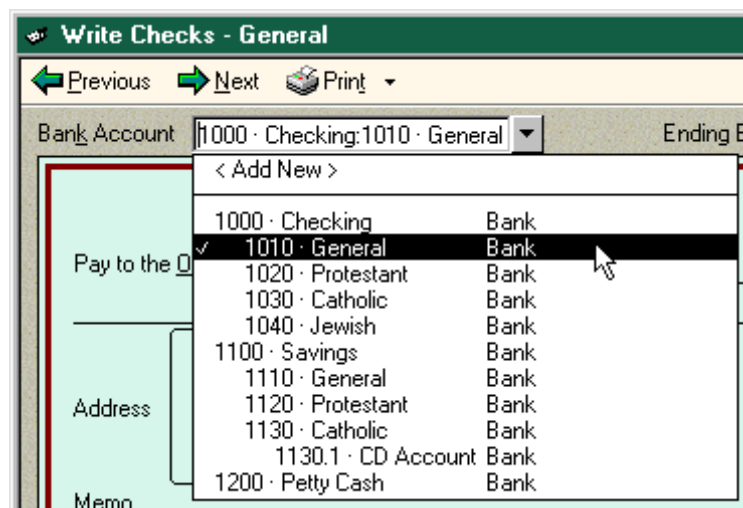
If you receive bills, AND do NOT enter the bills into QuickBooks, but pay them immediately, use the **Write Checks** feature.

#### To Enter a Check:

- From the **Banking Navigator**, select the **Checks** icon.



- Confirm the **Bank Sub-Account** is the one you wish to record the check in.



**NOTE: DO NOT** use the main **1000 Checking** account. Select one of the checking sub-accounts (1010, 1020, 1030...). If the expense is not specific to ANY denomination, use the **1010 – General** Sub-Account.

- Verify that both **check number** and the **date** are correct.

## TRANSACTIONS

## Purchasing / Write Checks

- Click the drop-down arrow next to the **Pay to the order of** field and select a name. (If the name is not on the drop-down list, you can quick add the name by typing in the name and pressing the **[Tab]** key or selecting **<Add New>** from the drop-down list.)

The screenshot shows the 'Write Checks - General' window. At the top, there are navigation buttons: 'Previous', 'Next', and 'Print'. Below these, the 'Bank Account' is set to '1000 · Checking:1010 · General' and the 'Ending Balance' is '2,000.00'. The 'Pay to the Order of' field is set to 'Oregon Catholic Press'. A dropdown menu is open, showing a list of vendors: 'Care Notes', 'Mindy Trapp', 'North American Mission Board', 'Oregon Catholic Press' (selected), 'Owen's Photography', and 'Wholesale Florist'. To the right of the dropdown, the 'No.' is '12345', the 'Date' is '08/20/2001', and the amount is '\$ 0.00'. The 'Address' and 'Memo' fields are empty.

- Enter the total amount of the check in the amount field, verify the address information is correct and fill in the **Memo** field as needed. If this check is to be printed, ensure to select the **To be printed** checkbox in the middle right side of the window.

The screenshot shows the 'Write Checks - General' window with the 'Pay to the Order of' field set to 'Oregon Catholic Press'. The 'No.' is '12345', the 'Date' is '08/20/2001', and the amount is '\$ 99.00'. The 'Address' field is filled with 'Oregon Catholic Press'. The 'Memo' field is filled with 'Optional memo'. The 'Expenses' field shows '\$99.00' and the 'Items' field shows '\$0.00'. The 'To be printed' checkbox is checked. The 'Bank Account' is '1000 · Checking:1010 · General' and the 'Ending Balance' is '2,000.00'.

## TRANSACTIONS

## Purchasing / Write Checks

- Select the proper accounts under the **Expenses** tab in the lower half of the window. On each expense line needed enter the appropriate **Account** and pertinent information in the **Amount**, **Memo**, and **Class** fields.

**Write Checks - General** How Do I?

Bank Account: 1000 - Checking:1010 - General Ending Balance: 2,000.00

Pay to the Order of: Oregon Catholic Press No. To Print: Date: 08/20/2001 \$ 99.00

Ninety-nine and 00/100\*\*\*\*\*Dollars

Address: Oregon Catholic Press

Memo: Optional memo

**Expenses** \$99.00 **Items** \$0.00 ☒ To be printed

Account	Amount	Memo	Customer:Job	Class
6000 - Worship & Reli...	50.00			1-General
6200 - Pastoral Visitati...	49.00			1-General

Clear Splits Recalculate **Save & Close** Save & New Clear

[Streamline financial tasks with the only checks, forms and supplies guaranteed to work with QuickBooks.](#)

**NOTE:** Entering the **Class** in the Class field is one of the **most important** parts of entering this transaction, as it will determine which denomination this expense will track to.

- While entering the detail information, if you want to start over, click the **Clear Splits** button. If the detail information does not add up to the same amount as the total, QuickBooks will not record the check. If the detail amount is correct, you can click the **Recalculate** button.
- After you have entered the check correctly, click the **Save & Close** button to record the check or click the **Save & New** button to record the check and enter another.

## TRANSACTIONS

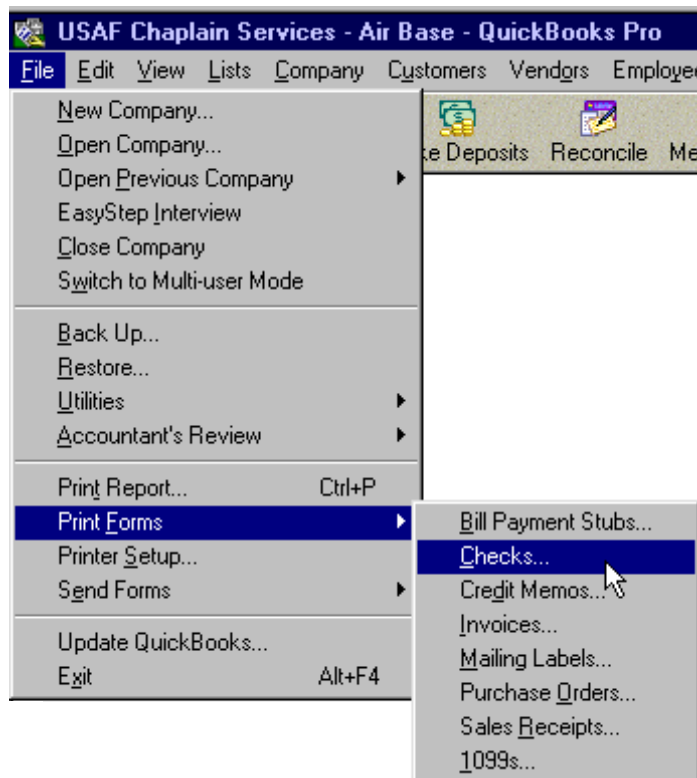
### Purchasing / Printing Checks

#### Printing Checks (for Bill Payment Checks or Write Checks)

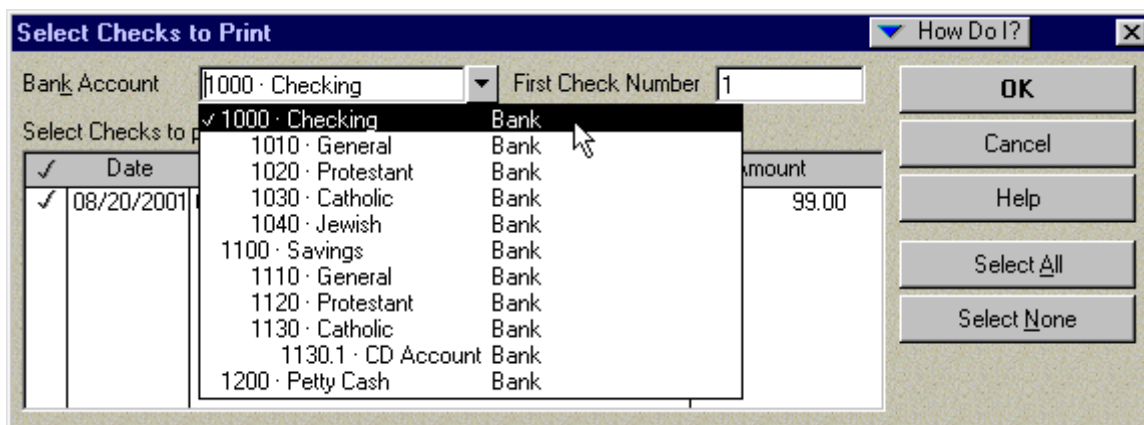
When you click **Save & Close** from the **Pay Bills** feature, QuickBooks creates a check for each Vendor selected in the **Pay Bills** feature. The same happens when you close out of the **Write Checks** function. If **To be printed** was selected, the checks will be queued to be printed in this next step.

#### To Print Checks:

- Ensure that your printer is setup in **Windows**.
- Insert one or more blank checks into your printer paper tray.
- From the **File** menu, click **Print Forms** and then select **Checks**.



- Click the drop-down arrow next to **Bank Account** and be sure the main **#1000 – Checking** account is selected. All checks MUST be printed out of the main checking account to keep the check numbers accurate.



## TRANSACTIONS

### Purchasing / Printing Checks

- **First Check Number** – This number should match the first check number inserted into your printer. To change the check number, click in the field next to **First Check Number** and manually type in the correct check number.
- By default, each check is selected for print. You can **de-select checks** that will be printed later, by clicking anywhere in the row of each check. De-selecting a check will un-mark that check and remove the check mark located to the left of the **Date** column.

Select Checks to Print

Bank Account: 1000 - Checking First Check Number: 1

Select Checks to print, then click OK.

✓	Date	Payee	Amount
✓	08/20/2001	Oregon Catholic Press	99.00

Buttons: OK, Cancel, Help, Select All, Select None

## TRANSACTIONS

### Purchasing / Entering Credit Card Charges

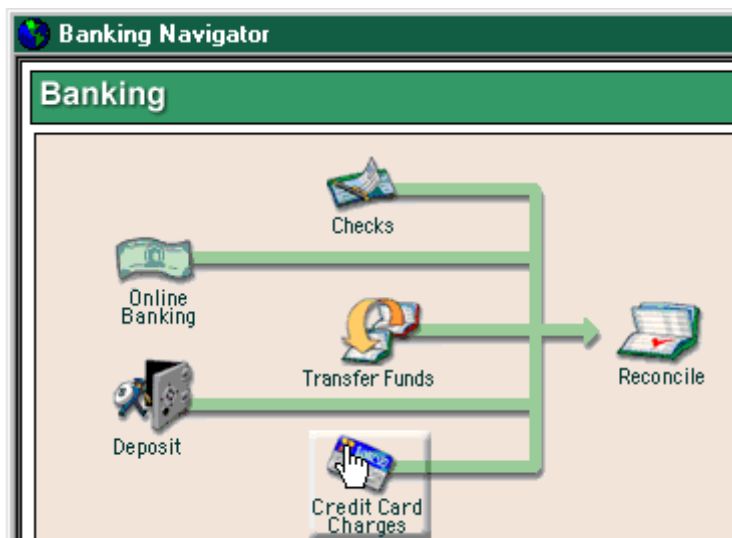
#### Entering Credit Card Charges

The credit card can be the most effective and efficient method of handling Chaplain fund purchases. Normally, you have three different transaction options (individual purchase, phone ordering and online purchasing). No other purchase method provides the fund with a comparable degree of purchasing flexibility and is actually mandated over purchase orders. Keep in mind to always enter your credit card charges on the dates they occur as it aids in keeping your accounts payable, expenditures and fund liabilities (debt) current.

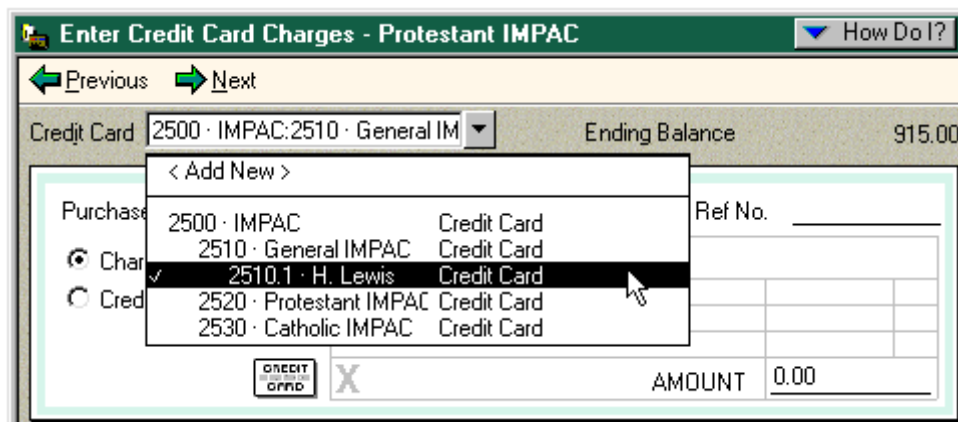
When using a credit card to make purchases, we recommend that you use the **Enter Credit Card Charges** feature to track these purchases in QuickBooks.

#### To Enter a Credit Card Charge:

- From the **Banking** Navigator, select the **Enter Credit Card Charges** icon.



- Select the **Credit Card** sub-account and cardholder you wish to use.





## TRANSACTIONS

## Purchasing / Entering Credit Card Charges

- Select a name from the **Purchased From** field. (If the name is not on the drop-down list, you can quick add the name by typing in the name and pressing the **[Tab]** key or selecting **<Add New>** from the drop-down list.)

Enter Credit Card Charges - Protestant IMPAC

How Do I?

Previous Next

Credit Card 2500 · IMPAC:2510 · General IM Ending Balance 915.00

Purchased From North American Mission Board Ref No.

Charge

Credit

< Add New >

Care Notes	Vendor
Mindy Trapp	Vendor
✓ North American Mission Board	Vendor
Oregon Catholic Press	Vendor
Owen's Photography	Vendor
Wholesale Florist	Vendor

.00

- Enter a reference number if needed.

**NOTE:** The **Ref. No.** field is most often used to track the Vendors bill number.

- The transaction defaults to **Charge**. (If a credit needed to be entered, you would change the default to Credit.)

Enter Credit Card Charges - Protestant IMPAC

How Do I?

Previous Next

Credit Card 2500 · IMPAC:2510 · General IM Ending Balance 915.00

Purchased From North American Mission Board Ref No. 55698

Charge

Credit

DATE 08/20/2001

AMOUNT 0.00

Enter Credit Card Charges - Protestant IMPAC

How Do I?

Previous Next

Credit Card 2500 · IMPAC:2510 · General IM Ending Balance 915.00

Purchased From North American Mission Board Ref No. 55698

Charge

Credit

DATE 08/20/2001

AMOUNT 0.00

## TRANSACTIONS

## Purchasing / Entering Credit Card Charges

- Confirm the **date** is correct.
- Enter the total amount of the charge/credit in the amount field and fill in the **Memo** field as needed.

Enter Credit Card Charges - Protestant IMPAC

How Do I?

Previous Next

Credit Card 2500 · IMPAC:2510 · General IM Ending Balance 915.00

Purchased From North American Mission Board Ref No. 55698

Charge DATE 08/20/2001

Credit

AMOUNT 199.00

Memo Optional Memo

- Select the proper accounts under the **Expenses** tab in the lower half of the window and enter the appropriate information in the **Amount**, **Memo**, and **Class** fields.

Account	Amount	Memo	Customer:Job	Class
6100 · Counseling...	199.00			1-General

Clear Splits Recalculate Save & Close Save & New Revert

**NOTE:** Entering the **Class** in the Class field is one of the **most important** parts of entering this transaction, as it will determine which denomination this expense will track to.

## TRANSACTIONS

### Purchasing / Entering Credit Card Charges

- While entering the detail information, if you want to start over, click the **Clear Splits** button. If you find the detail information does not add up to the same amount as the total, QuickBooks will not record the transaction. If the detail amount is correct, you can click the **Recalculate** button.
- After you have entered the credit card charge correctly, click the **Save & Close** button to record the charge or click the **Save & New** button to record the charge and enter another.

**Enter Credit Card Charges - H. Lewis** How Do I?

← Previous    Next →

Credit Card: 2500 · IMPAC:2510 · General I...    Ending Balance: 400.00

Purchased From: North American Mission Board    Ref No. 55698

☒ Charge    DATE: 08/20/2001

☐ Credit

**CREDIT CARD** X    AMOUNT: 199.00

Memo: Optional Memo

**Expenses** \$199.00    **Items** \$0.00

Account	Amount	Memo	Customer:Job	Class
6100 · Counseling & ...	199.00			1-General

Clear Splits    Recalculate    **Save & Close**    Save & New    Revert

## TRANSACTIONS

### Purchasing / 1099's

#### 1099's

Yearly (Jan–Dec), if you have paid a contractor or paid honorarium(s) to an individual exceeding \$600.00, you are required by the IRS to report the actual amount exceeding \$600.00 (consult the IRS for \$\$\$ amount). There are two forms used by Chaplain Service funds for reporting payment to individuals, whether by an honorarium or contract. The form completed for individuals is called Form 1099-MISC, Statement of Miscellaneous Income. There is another summary sheet that verifies the total amount of dollars and number of individuals to whom money was paid. This summary sheet is called TD Form 1096. Obtain these forms by calling the IRS 1-800 number or you can purchase the laser printer version at a local office supply store.

**NOTE:** For this year only, the generation of 1099-MISC forms will be a bit more complex. The vendor information from Jan 1, 2001 up until your Start Date can be located in your old data file. Information from your Start Date through December 31, 2001 will be located in this new data file. Providing that Vendors were set up correctly in the old data file, you should be able to run 1099 reports in your old data file and combine those amounts with 1099 report information from the new data file. Keep in mind that when reporting the total amount paid to any vendor, you need the total amount paid from Jan 1 through Dec 31.

If Vendors were NOT set up to track 1099 amounts in the old data file, locate the expense account in your chart of accounts that you paid contractor(s) and honorariums from and manually calculate the totals that exceed \$600.00 or whatever the limit the IRS determines.

#### You can track 1099 categories in these types of accounts:

- Expense
- Other expense
- Other current asset
- Fixed asset
- Other asset
- Other current liability
- Long-term liability

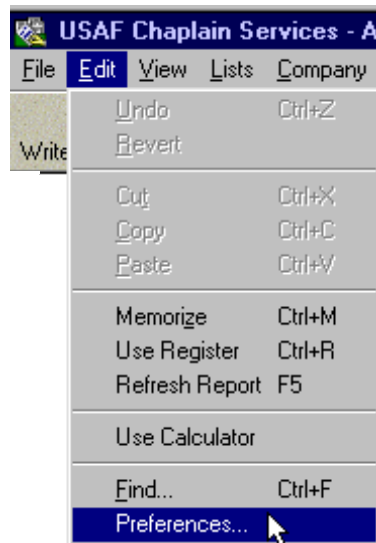
Many organizations report amounts only for Box 7: Non-employee compensation. After setting up QuickBooks to track 1099-MISC information, when you make a payment to a 1099 vendor, QuickBooks automatically adds the amount to the total you must report on the vendor's 1099-MISC form. You can view your 1099-related payments by creating 1099 reports. These reports can be located by clicking on Reports on the menu bar at the top of the screen. Then choose Vendors and Payables. You will see the 1099 reporting options. After verifying that the reports include the right vendors and cover the right accounts, you can print 1099-MISC forms for your vendors on preprinted forms.

## TRANSACTIONS

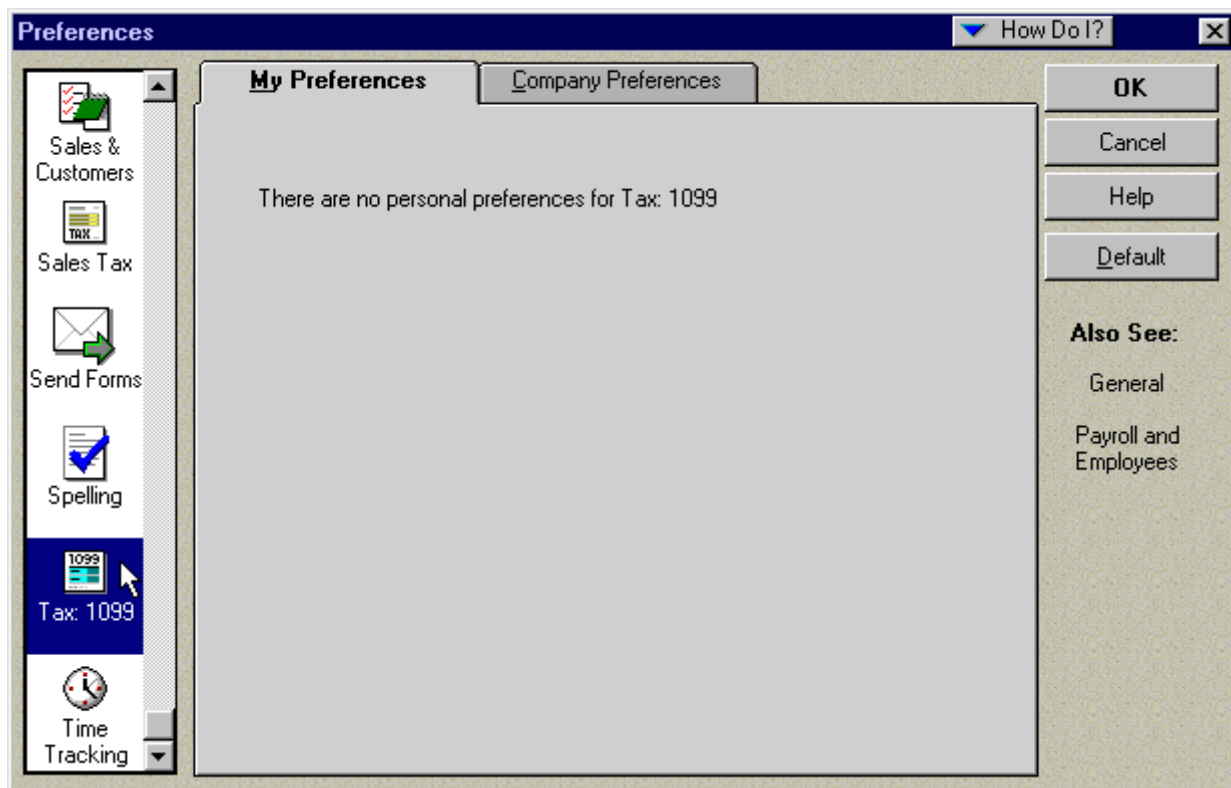
Purchasing / 1099's

### Setting Up for Reporting Payments on 1099-MISC Forms:

- From the **Edit** menu, select **Preferences**. (Only the Administrator can access this Preference.)



- Scroll down the list of **Preferences**, on the left side of the screen, and select the **Tax: 1099** preference.



## TRANSACTIONS

Purchasing / 1099's

- Click the **Company Preferences** tab from the top of the screen.

Preferences

How Do I?

My Preferences **Company Preferences**

Do you file 1099-MISC forms? ☒ Yes ☐ No

1099 Category	Account	Threshold
Box 1: Rents	None	600.00
Box 2: Royalties	None	10.00
Box 3: Other Income	None	0.00
Box 4: Federal Tax Withheld	None	0.00
Box 5: Fishing Boat Proceeds	None	0.00
Box 6: Medical Payments	None	0.00
Box 7: Nonemployee Compensation	None	600.00
Box 8: Substitute Payments	None	10.00
Box 9: Direct Sales	None	5,000.00
Box 10: Crop Insurance Proceeds	None	0.00
Box 13 A: Legal Services Proceeds	None	0.00

Also See:

General

Payroll and Employees

OK

Cancel

Help

Default

Sales & Customers

TAX

Sales Tax

Send Forms

Spelling

**Tax: 1099**

Time Tracking

- There are thirteen 1099 Categories to choose from. For each 1099 category you report to the IRS, select the QuickBooks account you use to track 1099 vendor payments and the minimum (threshold) amount you must report to the IRS.

Preferences

How Do I?

My Preferences **Company Preferences**

Do you file 1099-MISC forms? ☒ Yes ☐ No

1099 Category	Account	Threshold
Box 1: Rents	None	600.00
Box 2: Royalties	None	10.00
Box 3: Other Income	None	0.00
Box 4: Federal Tax Withheld	None	0.00
Box 5: Fishing Boat Proceeds	None	0.00
Box 6: Medical Payments	None	0.00
<b>Box 7: Nonemployee Compensation</b>	None	600.00
Box 8: Substitute Payments	None	10.00
Box 9: Direct Sales	None	5,000.00
Box 10: Crop Insurance Proceeds	None	0.00
Box 13 A: Legal Services Proceeds	None	0.00

Also See:

General

Payroll and Employees

OK

Cancel

Help

Default

Sales & Customers

TAX

Sales Tax

Send Forms

Spelling

**Tax: 1099**

Time Tracking

## TRANSACTIONS

### Purchasing / 1099's

**NOTE:** The **Threshold** amounts listed have been pre-determined by the Federal Government but can be changed, if necessary.

- If you track 1099 vendor payments in more than one QuickBooks account, identify each account by choosing **Selected accounts** from the top of the Account list.
- An account can belong to only one 1099 category. For example, if you set up an expense account named **7250 - Payments to Subcontractors** and you have selected it to track the 1099 category **Non-employee Compensation**, you cannot use **Payments to Subcontractors** for any other 1099 category.



## TRANSACTIONS

### Deposits / Depositing Chaplain Fund Income

#### Deposits

##### Depositing Chaplain Fund Income

Fund offerings are deposited into the sub-checking account for which the offerings were collected. For instance, Protestant Worship Service offerings are deposited into the Protestant sub-checking account, (#1020). Typically, there will be one deposit screen for each denominational group's offerings, using the designated sub-checking account for each.

##### Income Accounts used for Offerings and Deposits:

- Regular Contribution
- Designated Contribution
- Activity/Organization Contributions

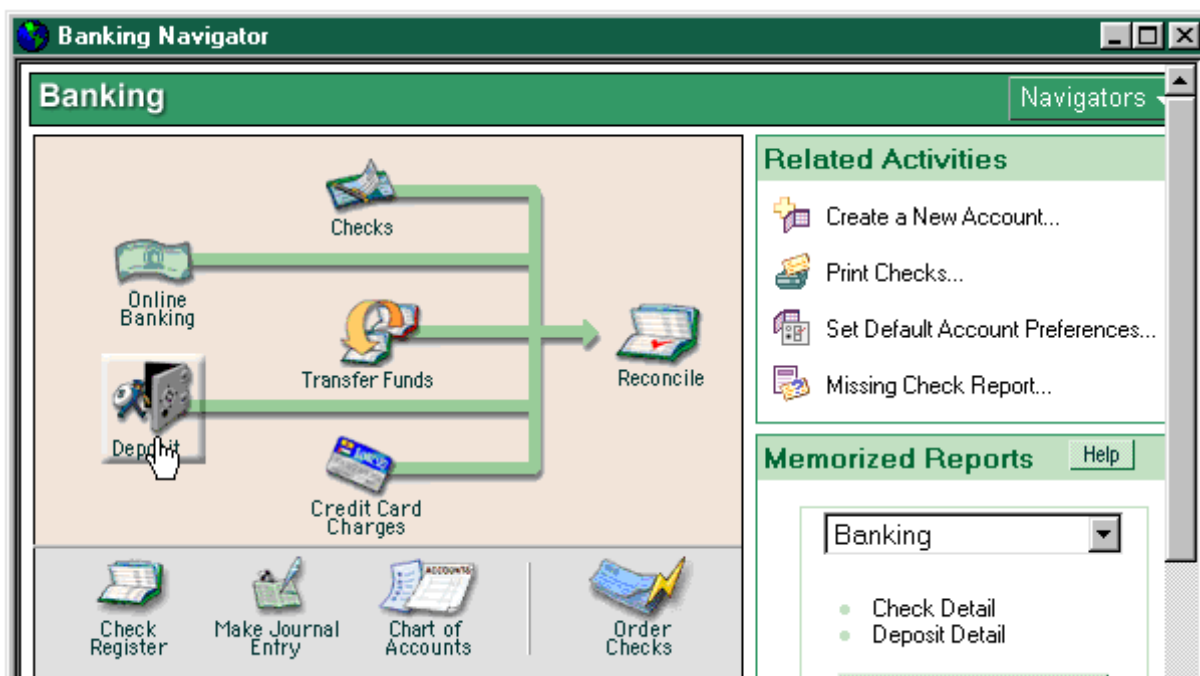
##### Fields on the Deposit Window:

- **Received From (Customer:Jobs)** - Identifies the source of income. Create a customer: job for each source of income. For example: 0830 Liturgical Service, 1000 Catholic Mass, Sunday School, Youth Group Fundraiser, and CWOC Bake Sale. Entries in the customer: jobs list are used repeatedly.
- **From Account** – Indicates the income account the offering is being tracked to.
- **Memo** - Use this field to record attendance figures or to annotate bank correction information.
- **Check No./Payment Method** – These fields do not apply to fund offerings.
- **Class** – Identifies the denomination that the deposited funds came from.
- **Amount** - Enter the amount of the offering in this column.

After all of the offerings are entered on the make deposit screen, print the deposit and attach the deposit documentation. This report serves as the official deposit record for the weekend.

##### To Enter a Deposit:

- From the **Banking** Navigator select the **Deposits** icon.



## TRANSACTIONS

## Deposits / Depositing Chaplain Fund Income

- From the **Deposit To** drop-down list; select the bank sub-account you would like to deposit to.

**Make Deposits** [How Do I?] [X]

Previous Next Print Payments

Deposit To: 1000 - Checkin Date: 08/20/2001 Memo: Deposit

Click Payments to select customer payments that you have received. List any other amounts to deposit below.

Received From	From Account	Memo	Chk No.	Pmt Meth.	Class	Amount
< Add New >						
1000 - Checking	Bank					
✓ 1010 - General	Bank					
1020 - Protestant	Bank					
1030 - Catholic	Bank					
1040 - Jewish	Bank					
1100 - Savings	Bank					
1110 - General	Bank					
1120 - Protestant	Bank					
1130 - Catholic	Bank					
1130.1 - CD Account	Bank					
1200 - Petty Cash	Bank					

Deposit Subtotal

To get cash back from this deposit, enter the amount below. Indicate the account where you want this money to go, such as your Petty Cash account.

- Enter the correct date and optional memo.
- Select the source of income in the **Received From** column.

**Make Deposits** [How Do I?] [X]

Previous Next Print Payments

Deposit To: 1000 - Chec... Date: 08/20/2001 Memo: Deposit

Click Payments to select customer payments that you have received. List any other amounts to deposit below.

Received From	From Account	Memo	Chk No.	Pmt Meth.	Class	Amount
Donation						
< Add New >						
0815 Catholic Mass	Customer:Job					
0900 Protestant Service	Customer:Job					
0945 Protestant Service	Customer:Job					
1115 Catholic Mass	Customer:Job					
1700 Catholic Mass	Customer:Job					
1st Communion	Customer:Job					
1st Reconciliation	Customer:Job					
Confirmation	Customer:Job					
✓ Donation	Customer:Job					
Easter Lilly Donations	Customer:Job					
Unity Service	Customer:Job					
Youth Ministry Contract	Customer:Job					
Care Notes	Vendor					
Mindy Trapp	Vendor					
North American Mission Board	Vendor					
Oregon Catholic Press	Vendor					
Owen's Photography	Vendor					
Wholesale Florist	Vendor					

Deposit Subtotal

To get cash back from this deposit, enter the amount below. Indicate the account where you want this money to go, such as your Petty Cash account.

Cash back amount

Deposit Total

Save & New Clear

## TRANSACTIONS

## Deposits / Depositing Chaplain Fund Income

- Select the appropriate income account in the **From Account** column.

The screenshot shows the 'Make Deposits' window with the following fields and options:

- Deposit To:** 1000 · Chec...
- Date:** 08/20/2001
- Memo:** Deposit

Click Payments to select customer payments that you have received. List any other amounts to deposit below.

Received From	From Account	Memo	Chk No.	Pmt Meth.	Class	Amount
Donation	4100 · Desig					
	2000 · Accounts Payable	Accounts Payable				
	2500 · IMPAC	Credit Card				
	2510 · General IMPAC	Credit Card				
	2520 · Protestant IMPAC	Credit Card				
	2530 · Catholic IMPAC	Credit Card				
	3000 · Opening Bal Equity	Equity				
	3900 · Retained Earnings	Equity				
	4000 · Regular Contribution	Income				
	✓ 4100 · Designated Contribu	Income				
	4200 · Organizational/Activ	Income				
	4300 · Interest Income	Income				
	4400 · Other Income	Income				
	6000 · Worship & Religious	Expense				
	6010 · Environment	Expense				
	6020 · Workshops	Expense				
	6030 · Music	Expense				
	6040 · Liturgy Supplies	Expense				
	6050 · Equipment	Expense				
	6060 · Supplies	Expense				
	6100 · Counseling & Spiritua	Expense				

To get cash back where you want  
Cash back g

Cash back amount

ew Clear

- **Memo** – Note the attendance figure or bank correction information.
- **Check No./Payment Meth** – Leave this field blank.
- Enter the appropriate **Class**.

The screenshot shows the 'Make Deposits' window with the following fields and options:

- Deposit To:** 1000 · Chec...
- Date:** 08/20/2001
- Memo:** Deposit

Click Payments to select customer payments that you have received. List any other amounts to deposit below.

Received From	From Account	Memo	Chk No.	Pmt Meth.	Class	Amount
Donation	4100 · Desi...	135			eral	

< Add New >

- ✓ 1-General
- 2-Protestant
- 3-Catholic
- 4-Jewish

Deposit Subtotal

To get cash back from this deposit, enter the amount below. Indicate the account where you want this money to go, such as your Petty Cash account.

## TRANSACTIONS

## Deposits / Depositing Chaplain Fund Income

**NOTE:** Entering the **Class** in the Class field is one of the **most important** parts of entering this transaction, as it will determine which denomination this income will track to.

- Enter the amount of the offering in the **Amount** field.

- Repeat the previous steps for each different **Received From** and/or **Income Account**.
- If you are getting cash back from your deposit, fill in the cash back fields.
- From the **Cash back goes to** drop-down list, select the account that you want the cash back amount to go.
- Enter an optional memo.
- Enter the amount you want back in the **Cash back amount** field.



## Deposits / Depositing Chaplain Fund Income

- Click the **Save & Close** button to record the deposit or click the **Save & New** button to record the deposit and enter another.

[illegible]

## TRANSACTIONS

## Deposits / Other Types of Deposits / Project Officer Returns

## Other Types of Deposits

The deposit screen is used to deposit all monies collected for the fund. The **Received From** field can be an event that you collect ticket money for, like the National Prayer Breakfast, a funeral donation, or a Project Officer name. The **From Account** field is normally an Income account or an Expense account. Whenever you are entering information in these areas, remember your goal is to help make future budgeting and reporting easier.

## Project Officer Returns

Money that is not spent by a Project Officer and returned is treated as a refund (deposit) in QuickBooks. Project Officer refunds are treated as negative expenses and not as income. The returned funds are deposited back into the bank account where the check was originally drawn from and tracked to the same expense account that was originally used. The example below demonstrates the steps for recording a Project Officer Return.

## To Enter a Project Officer Return:

- From the **Banking** Navigator, click **Deposit**.
- From the **Deposit To** drop-down list; select the bank account you would like to deposit to. This must be the same bank account from where the check was original written.
- Enter a **Memo** to describe the **Project Officer Return** transaction.

The screenshot shows the 'Make Deposits' window. At the top, there are navigation buttons: 'Previous', 'Next', 'Print', and 'Payments'. Below these, the 'Deposit To' field is set to '1000 - Chec...', the 'Date' is '08/20/2001', and the 'Memo' is 'Project Officer Return'.

- Select the name of the **Project Officer** returning the Funds in the **Received From** column. This is normally the individual in whose name the check was originally issued.

The screenshot shows the 'Make Deposits' window with the 'Received From' dropdown menu open. The menu lists various sources like '0815 Catholic Mass', '0900 Protestant Service', '0945 Protestant Service', '1115 Catholic Mass', '1700 Catholic Mass', '1st Communion', '1st Reconciliation', 'Confirmation', 'Donation', 'Easter Lilly Donations', 'Unity Service', 'Youth Ministry Contract', 'Care Notes', 'Mindy Trapp', 'North American Mission Board', 'Oregon Catholic Press', 'Owen's Photography', 'Wholesale Florist', and 'Officer Smith' (which is selected). The 'From Account' field is empty, and the 'Memo' is 'Project Officer Return'. The 'Date' is '08/20/2001'. The 'Deposit Subtotal' is shown as 0.00. The 'Cash back amount' is 0.00. The 'Deposit Total' is 0.00. The 'Save & New' and 'Clear' buttons are at the bottom right.

## TRANSACTIONS Deposits / Other Types of Deposits / Project Officer Returns

- Enter the **Expense Account** used to issue the original check in the **From Account** column.

The screenshot shows the 'Make Deposits' window with the following fields: Deposit To (1000 - Chec...), Date (08/20/2001), and Memo (Project Officer Return). Below these fields is a table with columns: Received From, From Account, Memo, Chk No., Pmt Meth., Class, and Amount. The 'From Account' dropdown menu is open, showing a list of expense accounts. The account '6750 - Equipment' is selected. To the left of the table, there is a section for 'Cash back' with a checkbox and a text box. To the right, there is a 'Cash back amount' text box. At the bottom right, there are 'OK' and 'Clear' buttons.

Received From	From Account	Memo	Chk No.	Pmt Meth.	Class	Amount
Officer Smith	6700 - Lay Pr					
	6210 - Pastoral Literature Expense					
	6260 - Supplies Expense					
	6300 - Contingency Ministry Expense					
	6370 - Services Expense					
	6400 - Religious Instruction Expense					
	6420 - Curriculum Expense					
	6421 - Sunday School Expense					
	6410 - Conferences and Expense					
	6500 - Group Care & Renew Expense					
	6600 - Quality of Life Conce Expense					
	6700 - Lay Programs Expense					
	6750 - Equipment Expense					
	6800 - Humanitarian Expense					
	6900 - Financial Program Su Expense					
	7000 - Community Observar Expense					
	7010 - National Prayer O Expense					
	7100 - Public Relations Expense					
	7150 - Equipment Expense					
	7200 - Miscellaneous Expense					
	7260 - Supplies Expense					

- In the **Memo** column, enter the name of the event.

The screenshot shows the 'Make Deposits' window with the same fields as the previous screenshot. The 'Memo' column in the table is highlighted with a red circle, and the text 'Name of Event' is entered in this column. The 'From Account' dropdown menu is still open, showing the same list of expense accounts.

Received From	From Account	Memo	Chk No.	Pmt Meth.	Class	Amount
Officer Smith	6700 - Lay ...	Name of Event				



## TRANSACTIONS

## Deposits / Other Types of Deposits / Project Officer Returns

- If the excess funds are being returned in the form of a check, list the check number in the **Chk No** column. Select Cash, Check, or Visa for **Pmt Meth**.

**Make Deposits** How Do I?

◀ Previous Next ▶ Print Payments

Deposit To: 1000 - Chec... Date: 08/20/2001 Memo: Project Officer Return

Click Payments to select customer payments that you have received. List any other amounts to deposit below.

Received From	From Account	Memo	Chk No.	Pmt Meth.	Class	Amount
Officer Smith	6700 - Lay ...	Name of Event	155	Check		

- In the **Amount** column, enter the amount returned. Click **Save & Close** or **Save & New**.

**Make Deposits** How Do I?

◀ Previous Next ▶ Print Payments

Deposit To: 1000 - Chec... Date: 08/20/2001 Memo: Project Officer Return

Click Payments to select customer payments that you have received. List any other amounts to deposit below.

Received From	From Account	Memo	Chk No.	Pmt Meth.	Class	Amount
Officer Smith	6700 - Lay ...	Name of Event	155	Check		32.68

Deposit Subtotal 32.68

To get cash back from this deposit, enter the amount below. Indicate the account where you want this money to go, such as your Petty Cash account.

Cash back goes to:  Cash back memo:  Cash back amount:

Deposit Total 32.68

Save & Close Save & New Clear

## TRANSACTIONS

### Reconciling / Bank Accounts

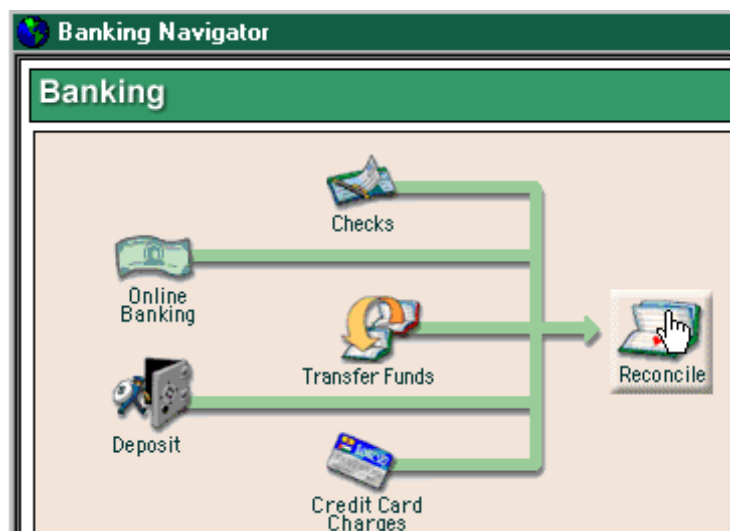
#### Reconciling

##### Reconciling Bank Accounts

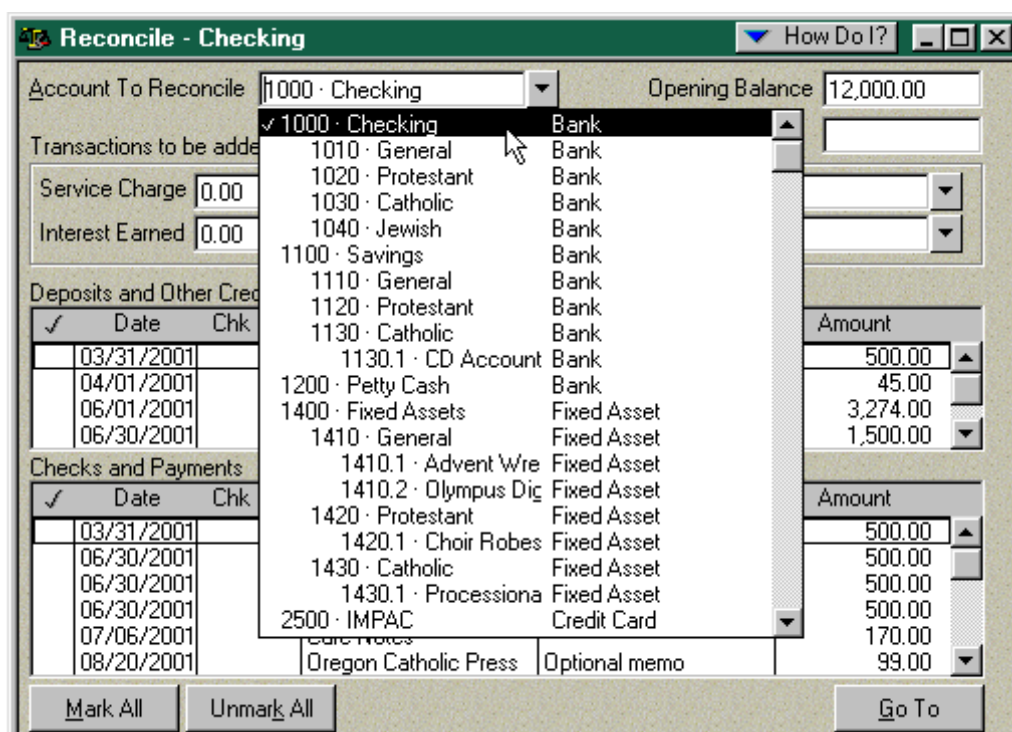
The goal of reconciling is to ensure that your records and the records of the bank agree. Use QuickBooks to reconcile the Checking, Savings, Certificate of Deposit (CD) and Credit Card accounts. Reconcile the main checking account (1000 - Checking) and not the denominational group specific sub-accounts. Interest and bank fees are added to the respective field in the reconcile window.

##### To Reconcile the Main Checking Account:

- From the **Banking** Navigator select the **Reconcile** icon.



- Click the drop-down arrow next to the **Account to Reconcile** field and select the **1000 - Checking** account.



## TRANSACTIONS

## Reconciling / Bank Accounts

- Compare the **Opening balance** amount shown on your statement with the amount shown in the Reconcile **Opening Balance** field. They should match.

Reconcile - Checking

Account To Reconcile: 1000 - Checking

Opening Balance: 12,000.00

Ending Balance:

Transactions to be added (optional):

**NOTE:** The **Opening Balance** amount in the **Reconcile** feature represents a total of all of the transactions that have been cleared previously during the reconciliation process. This figure **does not** represent your current bank account balance.

- Enter the ending balance from your bank statement in the **Ending Balance** field.

Reconcile - Checking

Account To Reconcile: 1000 - Checking

Opening Balance: 12,000.00

Ending Balance: 10,560.00

Transactions to be added (optional):

Service Charge: 0.00 Date: 07/07/2000 Account:

Interest Earned: 0.00 Date: 07/07/2000 Account:

- If applicable, enter the **Service Charge** amount, **Date** of the service charge, and the appropriate account for service charges.
- If applicable, enter the **Interest Earned** amount, **Date** of the interest, and the account **4300 - Interest Income** in the **Account** field.

Reconcile - Checking

Account To Reconcile: 1000 - Checking

Opening Balance: 12,000.00

Ending Balance: 10,560.00

Transactions to be added (optional):

Service Charge: 0.00 Date: 07/07/2000 Account:

Interest Earned: 15.00 Date: 08/01/2000 Account: 4300 - Interest Income

## TRANSACTIONS

## Reconciling / Bank Accounts

- When you find a transaction in the **Reconcile** window that matches a transaction on your statement, click in the column to the left of the **date column** next to the transaction. This action clears the transaction by placing a check mark next to each transaction. For each transaction you select, verify that its amount matches the amount listed on the statement.

Deposits and Other Credits					
✓	Date	Chk No.	Payee	Memo	Amount
✓	03/31/2001			Opening Balance Depos	500.00
✓	04/01/2001			Opening Balance Depos	45.00
	06/01/2001			Opening Balance Depos	3,274.00
	06/30/2001			Opening Balance Depos	1,500.00
Checks and Payments					
✓	Date	Chk No.	Payee	Memo	Amount
✓	03/31/2001				500.00
✓	06/30/2001				500.00
✓	06/30/2001				500.00
✓	06/30/2001				500.00
	07/06/2001		Care Notes		170.00
	08/20/2001		Oregon Catholic Press	Optional memo	99.00

- If an amount does not match or a transaction contains an error, correct the transaction in QuickBooks before continuing to reconcile the account.
- If you find a transaction on your statement that is missing from the **Reconcile** list of transactions, be sure you are reconciling the correct bank account. Another possibility for not finding a transaction listed in the Reconcile window is that the transaction was created in your data file and then accidentally cleared or deleted. Verify all data and then determine the reason for this discrepancy before taking corrective steps such as creating or re-creating the transaction in your bank account.
- When you have finished selecting the transactions, look at the difference amount in the bottom right corner of the **Reconcile** window.

<u>M</u> ark All	Unmark <u>A</u> ll		Go To
Items you have marked cleared			Ending Balance
3 Deposits, Interest and Other Credits	560.00		10,560.00
4 Checks and Payments	2,000.00		Cleared Balance
			10,560.00
			Difference
			0.00
Print Last Report			Reconcile <u>N</u> ow
			Leave

- If the amount **is not \$0.00**, your account does not balance for the period covered by the statement. Go to **Mandatory Resolution**.



## TRANSACTIONS

## Reconciling / Bank Accounts

- If the amount **is \$0.00**, click the **Reconcile Now** button. Congratulations! You have reconciled the account successfully with the bank statement.

**Reconcile - Checking** [How Do I?] [X]

Account To Reconcile: 1000 · Checking      Opening Balance: 12,000.00

Ending Balance: 10,560.00

Transactions to be added (optional)

Service Charge: 0.00      Date: 07/07/2000      Account: [dropdown]

Interest Earned: 15.00      Date: 08/01/2000      Account: 4300 · Interest Income

**Deposits and Other Credits**

✓	Date	Chk No.	Payee	Memo	Amount
✓	03/31/2001			Opening Balance Depos	500.00
✓	04/01/2001			Opening Balance Depos	45.00
	06/01/2001			Opening Balance Depos	3,274.00
	06/30/2001			Opening Balance Depos	1,500.00

**Checks and Payments**

✓	Date	Chk No.	Payee	Memo	Amount
✓	03/31/2001				500.00
✓	06/30/2001				500.00
✓	06/30/2001				500.00
✓	06/30/2001				500.00
	07/06/2001		Care Notes		170.00
	08/20/2001		Oregon Catholic Press	Optional memo	99.00

Mark All      Unmark All      Go To

Items you have marked cleared

3 Deposits, Interest and Other Credits	560.00	Ending Balance	10,560.00
4 Checks and Payments	2,000.00	Cleared Balance	10,560.00
		Difference	0.00

Print Last Report      **Reconcile Now**      Leave

- At this point, you can select the type of reconciliation report you would like printed.

**Reconciliation Complete** [X]

Congratulations! Your account is balanced. All marked items have been cleared in the account register.

What type of reconciliation report would you like to print?

☐ None  
☐ Summary  
☒ Full

Statement Closing Date: 07/31/2001

OK      Help

## TRANSACTIONS

### Reconciling / Mandatory Resolution

#### Mandatory Resolution

If the balance is not correct after reconciliation, you must conduct research to determine the reason. Do not accept the QuickBooks automatic adjustment option without determining the cause. It is a good idea to document this discrepancy with a memo for record, and file it with the reconciliation report. When you discover the discrepancy, make the necessary adjustments and complete the reconciliation again.

#### Common Reasons Why Your Account Does Not Balance:

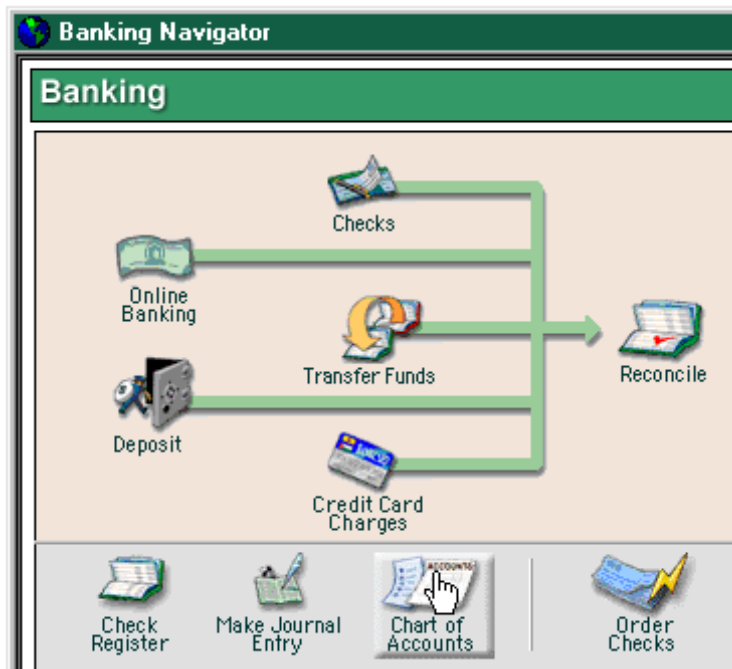
- Failure to add interest or service charges indicated on your statement to the reconcile window. (Failure to record a finance charge if you are reconciling your 2500 – IMPAC credit card account)
- Failure to enter a deposit in QuickBooks. This could be the result of a [Project Officer Returns](#) or a missed offering or fundraiser deposit.
- Failure to enter a check in QuickBooks. (Failure to enter a credit card charge if you are reconciling your 2500 – IMPAC credit card account.)
- A transaction in the current statement period was mistakenly cleared.
- A previously cleared transaction in your register was changed or deleted between the last time you reconciled and today.

The above procedure automatically deposits interest in the 1000 Checking Account. After the reconciliation is complete, you must go to the checking account register and adjust the entry to reflect a deposit into the general checking sub-account (1010 – General) to include the general account **Class**. For example, after reconciling the 1000 Checking account, the interest is reflected in the 1000 – Checking account. This must be changed to reflect the checking sub-account 1000 – 1 General.

#### Final Step in Reconciliation

##### After reconciling the 1000 – Checking account:

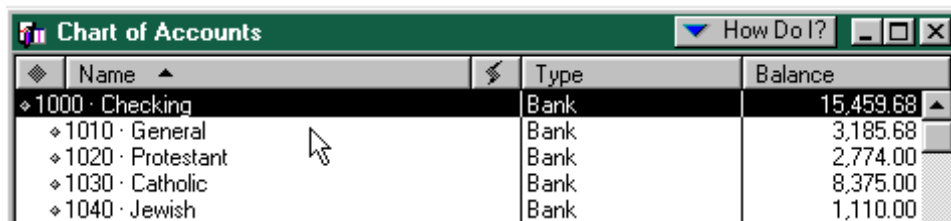
- From the **Company Navigator**, select the **Chart of Accounts**.



## TRANSACTIONS

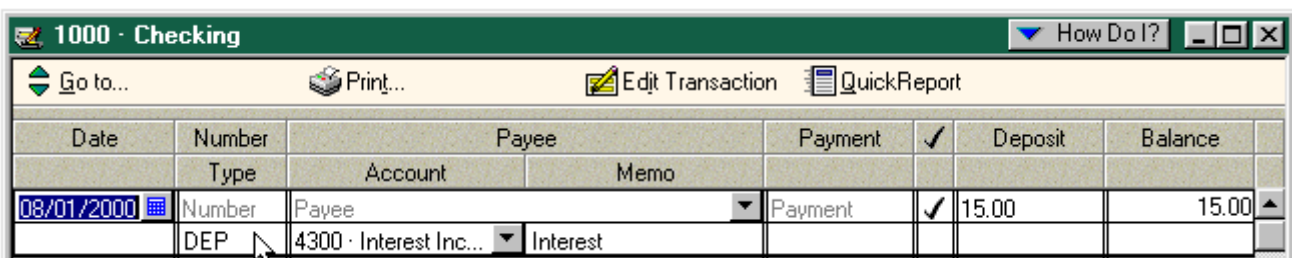
## Reconciling / Mandatory Resolution

- From the **Chart of Accounts**, double-click the **1000 – Checking** account.



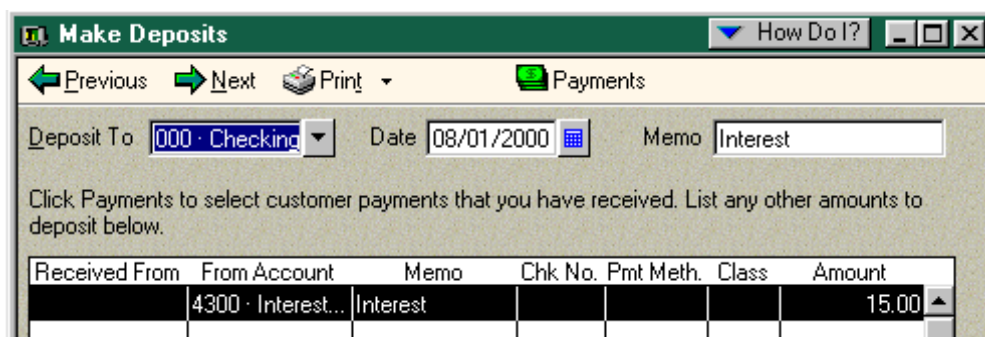
Name	Type	Balance
1000 - Checking	Bank	15,459.68
1010 - General	Bank	3,185.68
1020 - Protestant	Bank	2,774.00
1030 - Catholic	Bank	8,375.00
1040 - Jewish	Bank	1,110.00

- Locate the deposit for the interest that was entered during the reconciliation process. The deposit will be listed with the current date and the type of **DEP**.



Date	Number	Payee	Payment	✓	Deposit	Balance
08/01/2000	DEP	4300 - Interest Inc...	Interest	✓	15.00	15.00

- After locating the transaction, double-click the transaction from the register. This should take you to the **Make Deposits** feature.

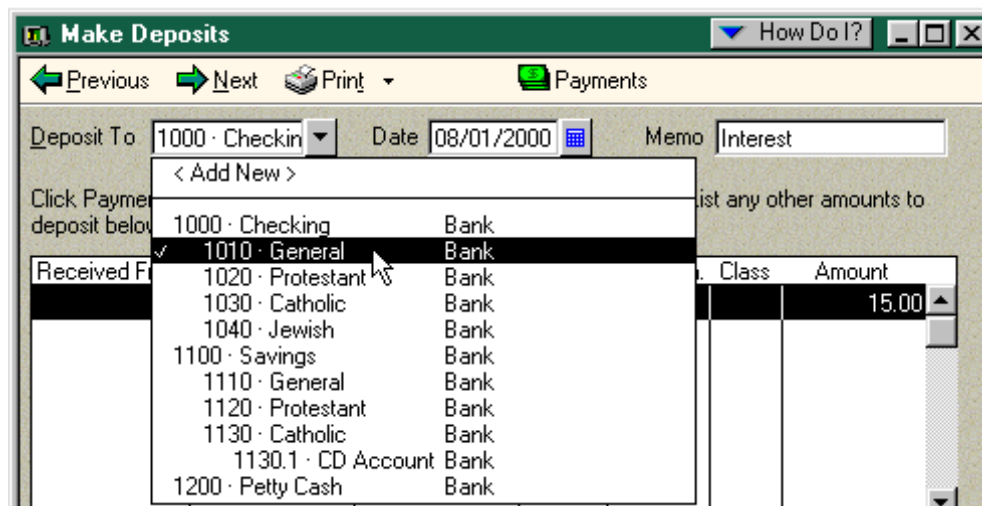


Deposit To: 000 - Checking Date: 08/01/2000 Memo: Interest

Click Payments to select customer payments that you have received. List any other amounts to deposit below.

Received From	From Account	Memo	Chk No.	Pmt Meth.	Class	Amount
	4300 - Interest...	Interest				15.00

- Next to the **Deposit To** field, select the **1010 – General** account.



Deposit To: 1000 - Checkin Date: 08/01/2000 Memo: Interest

Click Payments to select customer payments that you have received. List any other amounts to deposit below.

Received From	From Account	Memo	Chk No.	Pmt Meth.	Class	Amount
	4300 - Interest...	Interest				15.00



## TRANSACTIONS

## Reconciling / Mandatory Resolution

- In the **Class** column, on the same line as the deposit information, select the **1-General** class.

The screenshot shows the 'Make Deposits' window. At the top, there are navigation buttons: Previous, Next, Print, and Payments. Below these, there are fields for 'Deposit To' (1000 - Chec...), 'Date' (08/01/2000), and 'Memo' (Interest). A text box below these fields says: 'Click Payments to select customer payments that you have received. List any other amounts to deposit below.'

Received From	From Account	Memo	Chk No.	Pmt Meth.	Class	Amount
	4300 - Inter...	Interest			1-G	15.00

Below the table, there is a dropdown menu for 'Class' that is open, showing the following options: 1-General (selected), 2-Protestant, 3-Catholic, and 4-Jewish. There is also a '< Add New >' option.

- Click **Save & Close** to record the changes made.

The screenshot shows the 'Make Deposits' window after the deposit has been added. The table now shows the deposit with '1-Ge...' in the 'Class' column. Below the table, there is a 'Deposit Subtotal' of 15.00. A text box below this says: 'To get cash back from this deposit, enter the amount below. Indicate the account where you want this money to go, such as your Petty Cash account.'

Below the text box, there are three fields: 'Cash back goes to' (a dropdown menu), 'Cash back memo' (a text box), and 'Cash back amount' (a text box). Below these fields, there is a 'Deposit Total' of 15.00.

At the bottom of the window, there are three buttons: 'Save & Close' (which is highlighted with a mouse cursor), 'Save & New', and 'Revert'.

## TRANSACTIONS

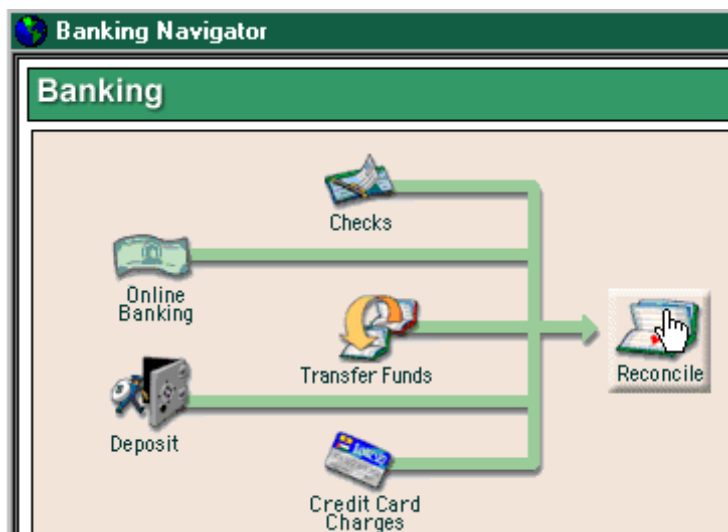
## Reconciling / Credit Card Accounts / Reconcile

**Reconciling and Paying Credit Card Charges**

To pay a credit card bill, first reconcile the credit card statement against the entries you have made in your data file. If you have individual credit cards for each denomination and receive separate statements, you can reconcile each card individually. After the reconciliation is complete, you can select to pay all, part, or none of the bill. It is recommended that you pay the bill in full each month. Accomplish the credit card reconciliation process by using the **2500 - IMPAC** credit card statement(s). The process is almost the same as for the checking account, except reconciliation reports are not produced.

**To Reconcile Credit Card Charges:**

- From the **Banking** Navigator select the **Reconcile** icon.



- From the **Account to Reconcile** drop-down list, select the **IMPAC** sub-account credit card account.

**Reconcile Credit Card - General IMPAC**

Account To Reconcile: **AC:2510 - General IMPAC** Opening Balance: 400.00

Transactions to be added:

✓	Date	Ref	Description	Amount
	08/12/2001		1110 - General Bank	
			1120 - Protestant Bank	
			1130 - Catholic Bank	
			1130.1 - CD Account Bank	
			1200 - Petty Cash Bank	
			1400 - Fixed Assets Fixed Asset	
			1410 - General Fixed Asset	
			1410.1 - Advent Wre Fixed Asset	
			1410.2 - Olympus Dig Fixed Asset	
			1420 - Protestant Fixed Asset	
			1420.1 - Choir Robes Fixed Asset	
			1430 - Catholic Fixed Asset	
			1430.1 - Processiona Fixed Asset	
			2500 - IMPAC Credit Card	
✓	07/26/2001		2510 - General IMPAC Credit Card	250.00
	08/20/2001	55698	2510.1 - H. Lewis Credit Card	199.00
			2520 - Protestant IMPAC Credit Card	
			2530 - Catholic IMPAC Credit Card	
			3000 - Opening Bal Equity	
			3900 - Retained Earnings Equity	

Charges and Cash Advances:

✓	Date	Ref	Description	Amount

Buttons: Mark All, Unmark All, Go To

Items you have marked cleared: Ending Balance

## TRANSACTIONS

## Reconciling / Credit Card Accounts / Reconcile

- Compare the **Opening Balance** from your statement with the **Opening Balance** in the **Reconcile** window. These amounts should match.

Reconcile Credit Card - General IMPAC

Account To Reconcile: 2500 · IMPAC:2510 · Ge... Opening Balance: 400.00

Transactions to be added (optional)

Finance Charges: Ending Balance:

Finance Charges: Date: 08/12/2001 Account:

**NOTE:** The **Opening Balance** amount in the **Reconcile** feature represents a total of all of the transactions that have been cleared previously during the reconciliation process.

- Find the **Ending balance** on your credit card statement and enter it in the **Ending Balance** field.

Reconcile Credit Card - General IMPAC

Account To Reconcile: 2500 · IMPAC:2510 · Ge... Opening Balance: 400.00

Transactions to be added (optional)

Finance Charges: Ending Balance: 288.00

Finance Charges: Date: 08/12/2001 Account:

- (Optional) Complete the **Transactions to be added** section of the Reconcile window, which is directly below the **Account to Reconcile** section.
- If the credit card statement shows a finance charge that you have not yet entered into your QuickBooks records, enter that amount in the **Finance Charges** field.

Reconcile Credit Card - General IMPAC

Account To Reconcile: 2500 · IMPAC:2510 · Ge... Opening Balance: 400.00

Transactions to be added (optional)

Finance Charges: 38.00 Date: 08/12/2001 Account:

Ending Balance: 288.00

Payments and Credits

✓	Date	Ref No.	Payee	Memo	Amount
	08/12/2001		IMPAC Bank		400.00

Charges and Cash Advances

✓	Date	Ref No.	Payee	Memo	Amount
	07/26/2001				250.00
	08/20/2001	55698	North American Mission	Optional Memo	199.00

Mark All Unmark All Go To

Items you have marked cleared Ending Balance 288.00

## TRANSACTIONS

## Reconciling / Credit Card Accounts / Reconcile

- Next to the **Account** field, click the drop-down arrow and select the appropriate expense sub-account. (This example has a sub-account created under **7200 – Miscellaneous** for finance charges.)

**Reconcile Credit Card - General IMPAC**

Account To Reconcile: 2500 · IMPAC:2510 · Ge... Opening Balance: 400.00

Ending Balance: 288.00

Transactions to be added (optional)

Finance Charges: 38.00 Date: 08/28/2001 Account: 7200 · Miscellaneous:7220

**Payments and Credits**

✓	Date	Ref No.	Payee	Memorandum
	08/12/2001		IMPAC Bank	

**Charges and Cash Advances**

✓	Date	Ref No.	Payee	Memorandum
	07/26/2001			
	08/20/2001	55698	North American Mission	Optional Memorandum

Mark All Unmark All

Items you have marked cleared

0	Payments and Credits	0.00
1	Charges, Cash Advances and Finance Charges	38.00

Ending Balance: 288.00  
Cleared Balance: 438.00  
Difference: 150.00

Print Last Report Reconcile Now Leave

**Account List:**

- 6300 · Contingency Ministry Expense
- 6370 · Services Expense
- 6400 · Religious Instruction Expense
- 6420 · Curriculum Expense
- 6421 · Sunday School Expense
- 6410 · Conferences and Expense
- 6500 · Group Care & Renew Expense
- 6600 · Quality of Life Conce Expense
- 6700 · Lay Programs Expense
- 6750 · Equipment Expense
- 6800 · Humanitarian Expense
- 6900 · Financial Program St Expense
- 7000 · Community Observar Expense
- 7010 · National Prayer O Expense
- 7100 · Public Relations Expense
- 7150 · Equipment Expense
- 7200 · Miscellaneous Expense
- ✓ 7220 · Finance Charges Expense
- 7210 · Bad Check Charg Expense
- 7260 · Supplies Expense

- When you find a transaction in the **Reconcile** window that matches a transaction on your statement, click in the column to the left of the **date** column next to the transaction. This action clears the transaction by placing a check mark next to each transaction. For each transaction you select, verify that its amount matches the amount listed on the statement.
- If you find a transaction on your statement that is missing from the **Reconcile** list of transactions, enter the transaction now. For example, if a charge is listed on your credit card statement but is not listed in the reconcile window, follow the steps for [Entering Credit Card Charges](#) before continuing to reconcile the account.



## TRANSACTIONS

## Reconciling / Credit Card Accounts / Reconcile

- When you have finished selecting the transactions, look at the difference amount in the bottom right corner of the **Reconcile** window.

**Reconcile Credit Card - General IMPAC**

Account To Reconcile: 2500 · IMPAC:2510 · Ge... Opening Balance: 400.00

Transactions to be added (optional): Finance Charges: 38.00 Date: 08/28/2001 Account: 7200 · Miscellaneous:72... Ending Balance: 288.00

Payments and Credits

✓	Date	Ref No.	Payee	Memo	Amount
✓	08/12/2001		IMPAC Bank		400.00

Charges and Cash Advances

✓	Date	Ref No.	Payee	Memo	Amount
✓	07/26/2001				250.00
	08/20/2001	55698	North American Mission	Optional Memo	199.00

Mark All Unmark All Go To

Items you have marked cleared

1 Payments and Credits	400.00	Ending Balance	288.00
2 Charges, Cash Advances and Finance Charges	288.00	Cleared Balance	288.00
		Difference	0.00

Print Last Report Reconcile Now Leave

- If the amount **is not \$0.00**, your account does not balance for the period covered by the statement. Go to [Mandatory Resolution](#).
- If the Difference **is \$0.00**, click **Reconcile Now**. You have successfully reconciled the account with your statement.

Items you have marked cleared

1 Payments and Credits	400.00	Ending Balance	288.00
2 Charges, Cash Advances and Finance Charges	288.00	Cleared Balance	288.00
		Difference	0.00

Print Last Report Reconcile Now Leave

**NOTE:** The entire balance **MUST BE** paid from the **1000 – The Main Checking** account. Afterwards, you will need to transfer money from the appropriate sub-checking accounts. These transfers must be equal to the amount of each denomination's charges on the current statement(s). QuickBooks records expense information to the appropriate denomination. See [Transferring Funds](#).

## TRANSACTIONS

## Reconciling / Credit Card Accounts / Making a Payment

## To Make a Credit Card Payment:

- After clicking **Reconcile Now**, you are taken to the **Make Payment** screen. Ensure that **Write a check for payment now** is selected. Click **OK**.

- The **Write Checks** window appears. Select the **1000 – Checking** account. A Journal Entry will then be required to allocate the correct funds to each checking sub-account.

Account	Amount	Memo	Customer:Job	Class
2500 - IMPAC:2510 - ...	288.00			

## TRANSACTIONS

## Reconciling / Credit Card Accounts / Making a Payment

- Select the name of the credit card company in the **Pay to the Order of** field.

**Write Checks - Checking** How Do I?

Bank Account: 1000 · Checking Ending Balance: 15,044.68

Pay to the Order of: IMPAC Bank

No. \_\_\_\_\_ Date: 08/28/2001 \$ 288.00

Two hundred eighty- IMPAC B

Address \_\_\_\_\_

Memo \_\_\_\_\_

**Expenses**

Account	Amount	Memo	Customer:Job	Class
2500 · IMPAC:2510 ·				

Clear Splits Recalculate Save & Close Save & New Clear

[Taxes giving you headaches? Let TurboTax guide you through your taxes.](#)

- On the expense line, the correct **Account** has already been selected. DO NOT change the account! Enter a **Memo**, and select the appropriate denomination in the **Class** field.

**Expenses** \$288.00 Items \$0.00 To be printed

Account	Amount	Memo	Customer:Job	Class
2500 · IMPAC:2510 ·	288.00	Memo here		1-General

Clear Splits Recalculate Save & Close Save & New Clear

[Taxes giving you headaches? Let TurboTax guide you through your taxes.](#)

**NOTE:** Entering the **Class** in the Class field is one of the **most important** parts of entering this transaction, as it will determine which denomination this expense will track to.



## TRANSACTIONS

## Reconciling / Credit Card Accounts / Making a Payment

- After you have entered all the information into the **Write Checks** window, click the **Save & Close** button to record the check, or click the **Save & New** button to record the check and enter another check.

**Write Checks - Checking** How Do I?

Previous Next Print

Bank Account: 1000 - Checking Ending Balance: 15,044.68

No. \_\_\_\_\_ Date: 08/28/2001 \$ 288.00

Pay to the Order of: IMPAC Bank

Two hundred eighty-eight and 00/100 \*\*\*\*\* Dollars

Address: IMPAC Bank

Memo: \_\_\_\_\_

Expenses: \$288.00 Items: \$0.00 To be printed: ☐

Account	Amount	Memo	Customer:Job	Class
2500 - IMPAC:2510 - ...	288.00	Memo here		1-General

Clear Splits Recalculate **Save & Close** Save & New Clear

[Taxes giving you headaches? Let TurboTax guide you through your taxes.](#)

- To print the check, use the steps in [Printing Checks](#).
- To reconcile the other IMPAC sub-accounts, repeat the previous steps.

**What if I have disputed charges?**

If you have disputed charges on your statement, you must enter the charges into QuickBooks and pay the amount owed on the credit card statement regardless of dispute. Be sure to send in the dispute form with your payment. If your dispute is legitimate, a future statement will reflect a credit that can be entered into QuickBooks. See [Entering Credit Card Charges](#).

**Filing Credit Card Documentation**

File the Credit Card statement (individual and main) along with all purchase receipts in section 5 of your accounting folder.

## TRANSACTIONS

### Transfer Funds / Between Balance Sheet Accounts

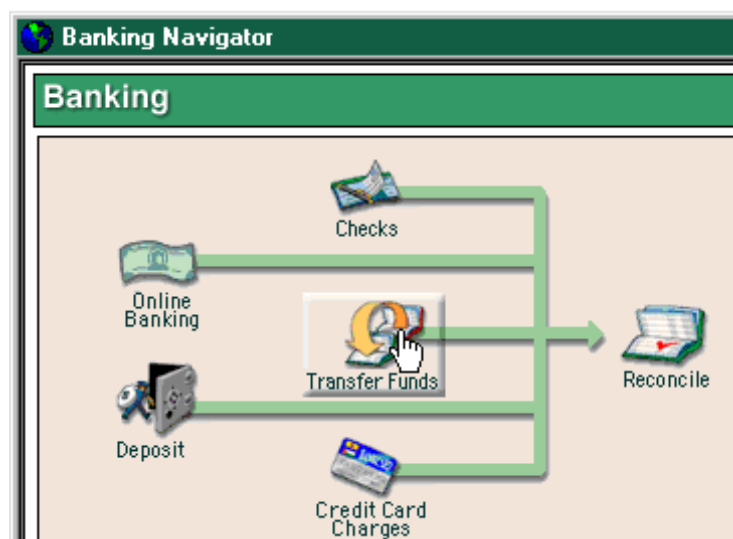
#### Transfer Funds

##### Transferring Funds between Balance Sheet Accounts

You can transfer funds between most balance sheet accounts in your chart of accounts (except between A/P and A/R accounts). For example, you may need to transfer money from your **1020 – Protestant** checking account to your **1010 – General** checking account.

##### Transferring Funds between Balance Sheet Accounts:

- From the **Banking Navigator**, click **Transfer Funds**.



- In the **Transfer Funds Between Accounts** window select an account in **Transfer Funds From**, and an account in **Transfer Funds To**.

The 'Transfer Funds Between Accounts' window displays the following information:

- Date:** 08/20/2001
- Transfer Funds From:** 1000 · Checking:1020... (Account Balance: 2,274.00)
- Transfer Funds To:** 1000 · Checking:1010 · (Account Balance: 3,700.68)

A dropdown menu is open for the 'Transfer Funds To' field, showing a list of accounts:

< Add New >	
1000 · Checking	Bank
✓ 1010 · General	Bank
1020 · Protestant	Bank
1030 · Catholic	Bank
1040 · Jewish	Bank
1100 · Savings	Bank
1110 · General	Bank
1120 · Protestant	Bank
1130 · Catholic	Bank
1130.1 · CD Account	Bank

The 'Memo' field contains 'Funds Transfer'. A 'Clear' button is located at the bottom right.

## TRANSACTIONS

## Transfer Funds / Between Balance Sheet Accounts

- Enter the amount you want to transfer in the **Transfer Amount** field.

**Transfer Funds Between Accounts** How Do I?

◀ Previous Next ▶

**Transfer Funds**

Date 08/20/2001

Transfer Funds From 1000 · Checking:1020... Account Balance 2,774.00

Transfer Funds To 1000 · Checking:1010... Account Balance 3,200.68

Transfer Amount \$ 500.00

Memo Funds Transfer

Save & Close Save & New Clear

- Click **Save & Next** to record this entry and to generate a blank Transfer Funds Between Accounts window, or **Save & Close** to record the entry and close the journal entry screen.

**Transfer Funds Between Accounts** How Do I?

◀ Previous Next ▶

**Transfer Funds**

Date 08/20/2001

Transfer Funds From 1000 · Checking:1020... Account Balance 2,774.00

Transfer Funds To 1000 · Checking:1010... Account Balance 3,200.68

Transfer Amount \$ 500.00

Memo Funds Transfer

Save & Close Save & New Clear

## TRANSACTIONS

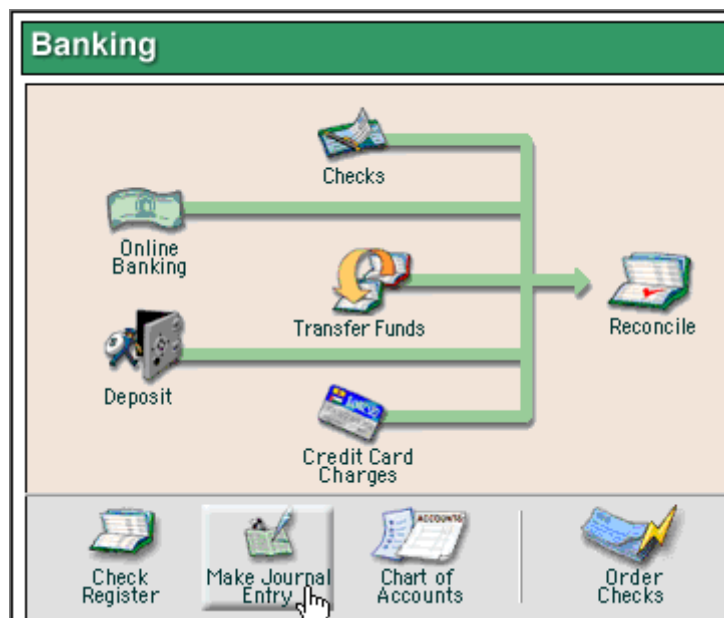
### Transfer Funds / Between Income or Expense Accounts

#### Transferring Funds between Income or Expense Accounts

Transfer funds between income and expense accounts if you have recently divided an account into one or more sub-accounts, if you are correcting an error, or if you are making an adjustment. The **Journal Entry** function is used to accomplish this task. (In the following example we will transfer funds between two expense accounts.)

#### To Transfer Funds between Income or Expense Accounts:

- From the **Banking Navigator**, click the **Make Journal Entry** icon.



- Set the **Date** and press **TAB**. (Use **TAB** to move from field to field when entering each account.)
- In the **Entry No.** field, you may enter an optional number to track this transaction.

The image shows the 'General Journal Entry' window. At the top, there are buttons for 'Previous', 'Next', 'Print...', and 'History'. Below these, the 'Date' field is set to '08/25/2001' and the 'Entry No.' field is set to '12345'. The main area is a table with columns: Account, Debit, Credit, Memo, Name, and Class. The table is currently empty. At the bottom, there are buttons for 'Save & Close', 'Save & New', and 'Clear'. A footer message reads: 'Streamline financial tasks with the only checks, forms and supplies guaranteed to work with QuickBooks.'

Account	Debit	Credit	Memo	Name	Class

## TRANSACTIONS

## Transfer Funds / Between Income or Expense Accounts

- In the **Account** column of the journal entry click on the arrow to display a drop-down menu and select the expense account you wish to transfer funds into (increase).

The screenshot shows the 'General Journal Entry' window with the date '08/25/2001' and entry number '12345'. The 'Account' column has a dropdown menu open, displaying a list of expense accounts. The 'Debit' column is empty, and the 'Credit' column is also empty. The 'Memo' column contains the text 'supplies guaranteed to work with QuickBooks.' The 'Name' and 'Class' columns are empty. The 'Class' column has a dropdown menu open, showing a list of denominations: 1-General, 2-Protestant, 3-Catholic, and 4-Jewish. The '2-Protestant' option is selected.

Account	Debit	Credit	Memo	Name	Class
6100 · Couns					
6030 · Music	Expense				
6040 · Liturgy Supplies	Expense				
6050 · Equipment	Expense				
6060 · Supplies	Expense				
6100 · Counseling & Spiritua	Expense				
6150 · Equipment	Expense				
6190 · Other	Expense				
6200 · Pastoral Visitation	Expense				
6210 · Pastoral Literature	Expense				

- Tab over to the **debit** column to enter the amount being transferred into this expense account.

The screenshot shows the 'General Journal Entry' window with the date '08/25/2001' and entry number '12345'. The 'Account' column has a dropdown menu open, displaying a list of expense accounts. The 'Debit' column contains the amount '199.00'. The 'Credit' column is empty. The 'Memo' column is empty. The 'Name' and 'Class' columns are empty. The 'Class' column has a dropdown menu open, showing a list of denominations: 1-General, 2-Protestant, 3-Catholic, and 4-Jewish. The '2-Protestant' option is selected.

Account	Debit	Credit	Memo	Name	Class
6100 · Couns	199.00				

- You may wish to add a memo in the **Memo** column. Then tab to the **Class** column and select the correct denomination.

The screenshot shows the 'General Journal Entry' window with the date '08/25/2001' and entry number '12345'. The 'Account' column has a dropdown menu open, displaying a list of expense accounts. The 'Debit' column contains the amount '199.00'. The 'Credit' column is empty. The 'Memo' column contains the text 'transfer'. The 'Name' and 'Class' columns are empty. The 'Class' column has a dropdown menu open, showing a list of denominations: 1-General, 2-Protestant, 3-Catholic, and 4-Jewish. The '2-Protestant' option is selected.

Account	Debit	Credit	Memo	Name	Class
6100 · Couns	199.00		transfer		



## TRANSACTIONS

## Transfer Funds / Between Income or Expense Accounts

- Tab to the next line in the **Account** column. You will notice that the amount entered in the first line shows up in the opposite column on the next available line; this amount will be assigned after the last balance has been entered in the journal entry. **Do not alter this number.**

**General Journal Entry** [How Do I?] [Print...] [History]

Date: 08/25/2001 Entry No.: 12345

Account	Debit	Credit	Memo	Name	Class
6100 - Counsel...	199.00		transfer		2-Prot...
		199.00			

[Save & Close] [Save & New] [Clear]

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- In the **Account** column, choose the next expense account. This is the account you wish to transfer funds OUT of (decrease). The amount will already appear in the credit column. Select the appropriate denomination in the **Class** column.

**General Journal Entry** [How Do I?] [Print...] [History]

Date: 08/25/2001 Entry No.: 12345

Account	Debit	Credit	Memo	Name	Class
6100 - Counsel...	199.00		transfer		2-Prot...
6100 - Cou...		199.00			2-Prot...

[Save & Close] [Save & New]

[Streamline financial tasks with the only checks, forms and supplies guaranteed to work with QuickBooks.](#)

Class dropdown menu:

- < Add New >
- 1-General
- ✓ 2-Protestant
- 3-Catholic
- 4-Jewish

- Repeat the above steps for each expense account that you wish to transfer funds to or from.

**NOTE:** In this example, we have done a simple transfer from one account to another. Please note that the debit and credits in this example are for this example ONLY and may not be the same for your transfer. That depends on the types of accounts involved in the transfer. You may enter as many accounts as you wish in the Journal Entry as long as it balances. Regardless of how many accounts are entered in the Journal Entry, when you tab into the last line to enter your last expense account the amount remaining on that line should be the correct amount and in the debit or credit column that you expected. The recommendation is to keep Journal Entries as simple as possible to avoid confusion later on.



## TRANSACTIONS

### Transfer Funds / Between Income or Expense Accounts

- Click **Save & Next** to record this entry and to generate a blank journal entry screen, or **Save & Close** to record the entry and close the journal entry screen.

**General Journal Entry** How Do I?

← Previous → Next Print... History

Date: 08/25/2001 Entry No.: 12345

Account	Debit	Credit	Memo	Name	Class
6100 - Counsel...	199.00		transfer		2-Prot...
6100 - Counsel...		199.00			2-Prot...

Save & Close Save & New Clear

[Streamline financial tasks with the only checks, forms and supplies guaranteed to work with QuickBooks.](#)

**NOTE:** In order to **increase** the balance of an expense account the amount is entered in the **Debit** column of the journal entry; to **decrease** the balance the amount is entered in the **Credit** column of the journal entry. Expense account balances will normally show in the debit column.

## TRANSACTIONS

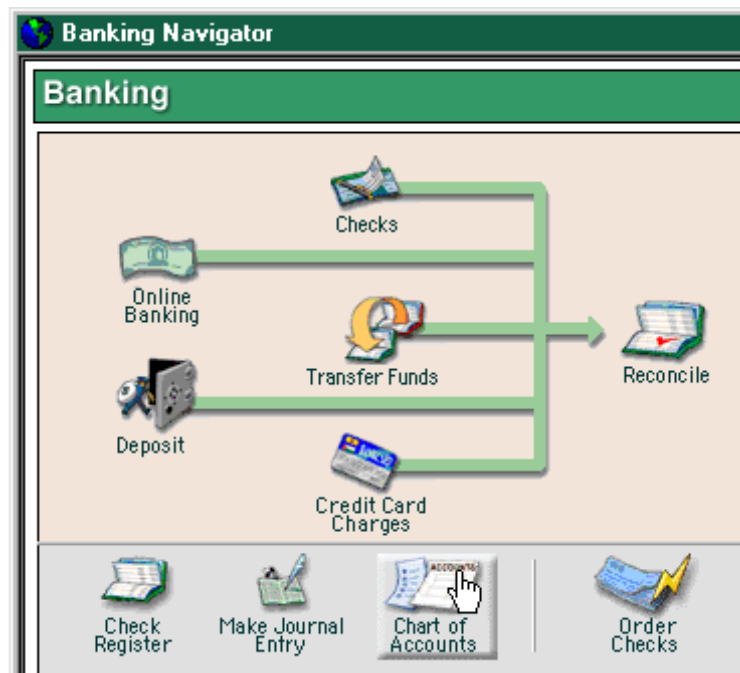
### Adjustments / Bounced Checks

#### Adjustments

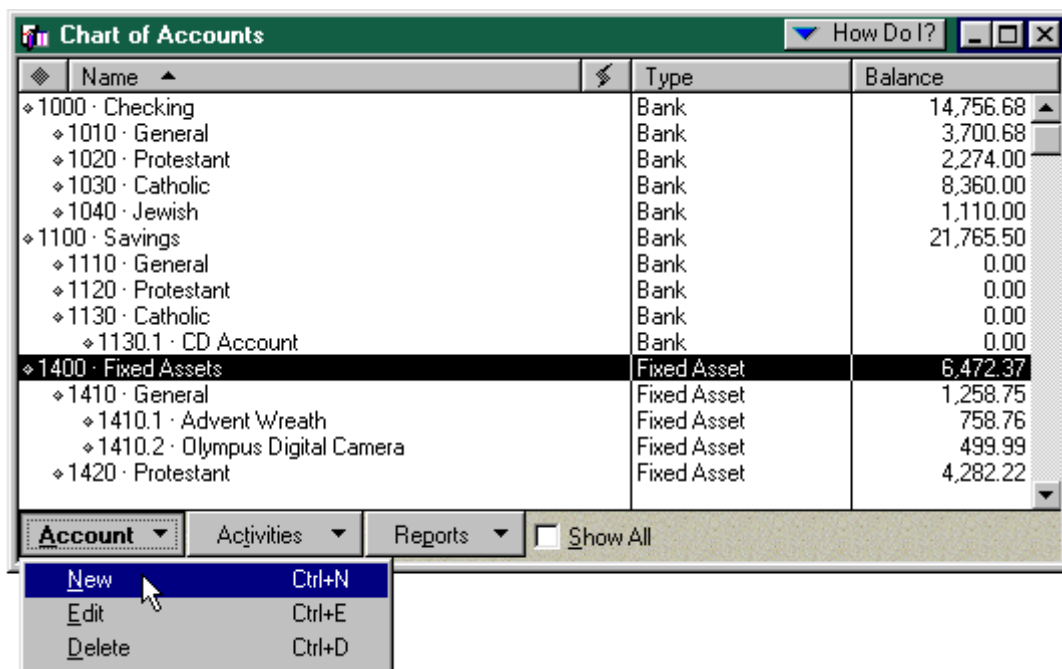
#### Bounced Checks

To Handle a Bounced Check from a Donation Received:

- From the **Company Navigator**, select the **Chart of Accounts** icon.



- Click the **Account** button located at the bottom left corner of the screen and select **New**.



## TRANSACTIONS

## Adjustments / Bounced Checks

- To the right of the **Type** field, click the drop-down arrow and select **Expense**.

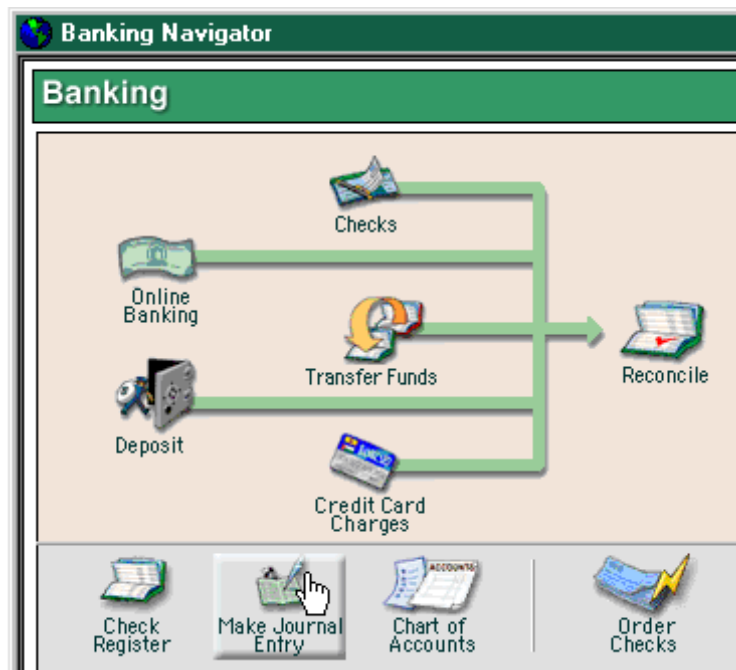
- Fill in the appropriate account number as a sub-account of **7200 – Miscellaneous** and the account name **Bad Check Charge**. Make this a sub-account of **7200**.

- Click **OK** to save the entry.

## TRANSACTIONS

### Adjustments / Bounced Checks

- From the **Banking Navigator**, click the **Make Journal Entry** icon.



- Change the **Date** if necessary and add an **Entry No.**

The General Journal Entry window shows the Date field set to 08/25/2001 and the Entry No. field set to Bad Chk 34. The Entry No. field is circled in red. Below the fields is a table with columns for Account, Debit, Credit, Memo, Name, and Class. At the bottom, there are buttons for Save & Close, Save & New, and Clear.

Account	Debit	Credit	Memo	Name	Class

## TRANSACTIONS

## Adjustments / Bounced Checks

- Click in the **Account** column and select the **Bad Check Charge** expense account from the drop-down menu.

The screenshot shows the 'General Journal Entry' window with the date '08/25/2001' and entry number 'Bad Chk 34'. The 'Account' column has a dropdown menu open, displaying a list of accounts. The 'Debit' column shows '0.00'. The 'Credit' column is empty. The 'Memo', 'Name', and 'Class' columns are also empty. The 'Save & Close', 'Save & New', and 'Revert' buttons are visible at the bottom right.

Account	Debit	Credit	Memo	Name	Class
7200 · Miscell	0.00				
6260 · Supplies	Expense				
6300 · Contingency Ministry	Expense				
6370 · Services	Expense				
6400 · Religious Instruction	Expense				
6420 · Curriculum	Expense				
6421 · Sunday School	Expense				
6410 · Conferences and	Expense				
6500 · Group Care & Renew	Expense				
6600 · Quality of Life Conce	Expense				
6700 · Lay Programs	Expense				
6750 · Equipment	Expense				
6800 · Humanitarian	Expense				
6900 · Financial Program S	Expense				
7000 · Community Observar	Expense				
7010 · National Prayer O	Expense				
7100 · Public Relations	Expense				
7150 · Equipment	Expense				
7200 · Miscellaneous	Expense				
✓ 7210 · Bad Check Charge	Expense				
7260 · Supplies	Expense				

- Tab to the **Debit** column and enter the amount of the bounced check.

The screenshot shows the 'General Journal Entry' window with the date '08/25/2001' and entry number 'Bad Chk 34'. The 'Account' column has a dropdown menu open, displaying a list of accounts. The 'Debit' column shows '100.00'. The 'Credit' column is empty. The 'Memo', 'Name', and 'Class' columns are also empty. The 'Save & Close', 'Save & New', and 'Revert' buttons are visible at the bottom right.

Account	Debit	Credit	Memo	Name	Class
7200 · Misc...	100.00				

## TRANSACTIONS

## Adjustments / Bounced Checks

- Add a memo in the **Memo** column to indicate this is a bad check. Then tab to the **Class** column and select the denomination that was originally associated with this check.

The screenshot shows the 'General Journal Entry' window. The date is 08/25/2001 and the entry number is 'Bad Chk 34'. The table has columns: Account, Debit, Credit, Memo, Name, and Class. The first row shows a debit of 100.00 to '7200 · Misc...' with a memo of 'bad check'. The Class dropdown is open, showing options: < Add New >, 1-General, 2-Protestant, 3-Catholic (selected), and 4-Jewish. Buttons for 'Save & Close' and 'Save & New' are visible.

Account	Debit	Credit	Memo	Name	Class
7200 · Misc...	100.00		bad check		3-Cat

- Tab to the next line in the **Account** column. You will notice that the amount entered in the first line shows up in the **credit** column on the next available line; this amount will be assigned after the last balance has been entered in the journal entry. **Do not alter this number.**
- In the **Account** column, choose the bank sub-account where this check was deposited. This will remove the funds from the bank sub-account. The amount will already appear in the credit column.

The screenshot shows the 'General Journal Entry' window with the second line added. The date is 08/25/2001 and the entry number is 'Bad Chk 34'. The table has columns: Account, Debit, Credit, Memo, Name, and Class. The first row shows a debit of 100.00 to '7200 · Miscella...'. The second row shows a credit of 100.00 to '1000 · Checki...'. The Class dropdown is open, showing a list of accounts: 1000 · Checking (Bank), 1010 · General (Bank), 1020 · Protestant (Bank), 1030 · Catholic (Bank, selected), 1040 · Jewish (Bank), 1100 · Savings (Bank), 1110 · General (Bank), 1120 · Protestant (Bank), 1130 · Catholic (Bank), 1130.1 · CD Account (Bank), 1400 · Fixed Assets (Fixed Asset), 1410 · General (Fixed Asset), 1410.1 · Advent W're (Fixed Asset), 1410.2 · Olympus Dig (Fixed Asset), 1420 · Protestant (Fixed Asset), 1420.1 · Choir Robes (Fixed Asset), 1430 · Catholic (Fixed Asset), and 1430.1 · Processiona (Fixed Asset). Buttons for 'Save & Close', 'Save & New', and 'Revert' are visible.

Account	Debit	Credit	Memo	Name	Class
7200 · Miscella...	100.00		bad check		3-Cath...
1000 · Checki...		100.00			



## TRANSACTIONS

## Adjustments / Bounced Checks

- Enter the same memo as the previous line. The memo will be indicated in the Check register if you enter it here. Then select the appropriate denomination in the **Class** column.

**General Journal Entry** How Do I?

◀ Previous Next ▶ Print... History

Date: 08/25/2001 Entry No.: Bad Chk 34

Account	Debit	Credit	Memo	Name	Class
7200 · Miscella...	100.00		bad check		3-Cath...
1000 · Che...		100.00	bad check		3-Cat

< Add New >

- 1-General
- 2-Protestant
- ✓ 3-Catholic
- 4-Jewish

Save & Close Save & New

[E-mail invoices directly from QuickBooks and get paid faster using Online Billing.](#)

- Click **Save & Next** to record this entry and to generate a blank journal entry screen, or **Save & Close** to record the entry and close the journal entry screen.

**General Journal Entry** How Do I?

◀ Previous Next ▶ Print... History

Date: 08/25/2001 Entry No.: Bad Chk 34

Account	Debit	Credit	Memo	Name	Class
7200 · Miscella...	100.00		bad check		3-Cath...
1000 · Checki...		100.00	bad check		3-Cath...

Save & Close Save & New Revert

[E-mail invoices directly from QuickBooks and get paid faster using Online Billing.](#)

**NOTE:** This transaction should be listed on your bank statement and will be listed in the **Checks and Payments** section when of the reconciliation screen.

## TRANSACTIONS

## Adjustments / Bounced Checks

## Entering a bank charge for the returned check:

- Open the appropriate Checking sub-account register and go to a blank transaction.

The screenshot shows the QuickBooks interface for the '1000 - Checking:1030 - Catholic' register. The transaction table is as follows:

Date	Number	Payee	Payment	✓	Deposit	Balance
	Type	Account	Memo			
07/22/2001					100.00	-1,525.00
	DEP	4000 - Regular Contribu	Deposit			
07/31/2001				✓	10,000.00	8,475.00
	TRANSFR	3000 - Opening Bal Equ	Opening Balance			
08/25/2001	Bad Chk 3		100.00			8,375.00
	GENJRNL	7200 - Miscellaneous:72	bad check			
08/28/2001	Number	Payee	0.00		Deposit	
		Account	Memo			

Below the table, the 'Ending balance' is 8,375.00. The 'Sort by' dropdown is set to 'Date, Type, Number/Rel'. The 'Record' and 'Restore' buttons are visible at the bottom right.

- In the blank transaction, leave the **Payee** field blank. Enter the bank charge amount in the **Payment** column.

The screenshot shows the same QuickBooks interface, but with a red circle highlighting the 'Payment' column for the transaction dated 08/28/2001. The value '15.00' has been entered in this column. The transaction table is as follows:

Date	Number	Payee	Payment	✓	Deposit	Balance
	Type	Account	Memo			
07/22/2001					100.00	-1,525.00
	DEP	4000 - Regular Contribu	Deposit			
07/31/2001				✓	10,000.00	8,475.00
	TRANSFR	3000 - Opening Bal Equ	Opening Balance			
08/25/2001	Bad Chk 3		100.00			8,375.00
	GENJRNL	7200 - Miscellaneous:72	bad check			
08/28/2001	Number	Payee	15.00		Deposit	
		Account	Memo			

The 'Ending balance' remains 8,375.00. The 'Record' and 'Restore' buttons are visible at the bottom right.

## TRANSACTIONS

## Adjustments / Bounced Checks

- In the **Account** field, enter the **Bad Check Charge** expense account and enter a **Memo** if desired.

08/28/2001	Number	Payee	15.00	Deposit	8,360.00
	CHK	7200 · Miscellaneous returned check from ...			
08/28/2001		6260 · Supplies Expense			
		6300 · Contingency Ministry Expense			
		6370 · Services Expense			
		6400 · Religious Instruction Expense			
		6420 · Curriculum Expense			
		6421 · Sunday School Expense			
		6410 · Conferences and Expense			
		6500 · Group Care & Renew Expense			
		6600 · Quality of Life Conce Expense			
		6700 · Lay Programs Expense			
		6750 · Equipment Expense			
		6800 · Humanitarian Expense			
		6900 · Financial Program St Expense			
		7000 · Community Observar Expense			
		7010 · National Prayer O Expense			
		7100 · Public Relations Expense			
		7150 · Equipment Expense			
		7200 · Miscellaneous Expense			
		✓ 7210 · Bad Check Charge Expense			
		7260 · Supplies Expense			
				Ending balance	8,360.00
<input type="button" value="Splits"/> <input type="checkbox"/> 1-Line Sort by <input type="text" value="Date, Type, Numb"/> <a href="#">Get answers to your Quick</a>				<input type="button" value="Record"/> <input type="button" value="Restore"/> <input type="text" value="an member!"/>	

- Click **Record**.

## TRANSACTIONS

## Adjustments / Void a Check

## Void a Check

When a check is voided the **Accounting Technician** needs to write VOID across the signature line and amount line and file in the fund records. Additional, the voided check must be recorded as VOID in your QuickBooks data file.

## To Void a Check:

- Use the **Find** function to locate and **Go To** the check to be voided.

Date	Type	Num	Name	Account	Memo	Amount
08/20/2001	CHK	222	Oregon Cath	1000 - Chec	Optional me	-99.00

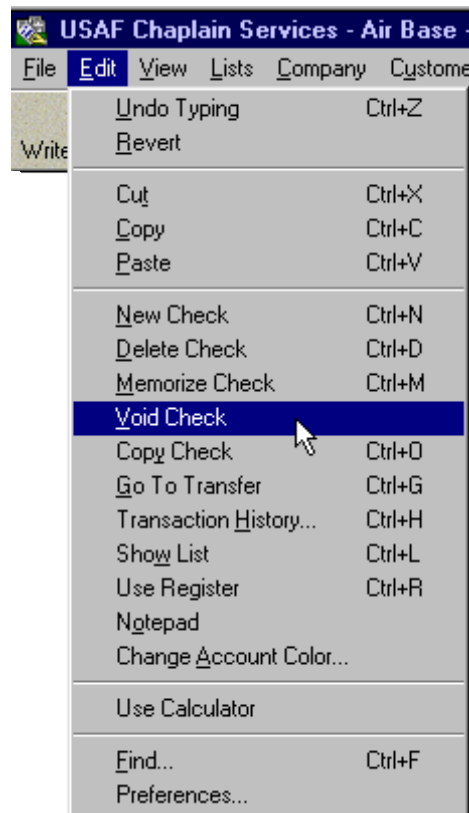
- The **Write Checks** window opens displaying the check to be voided.

Account	Amount	Memo	Customer:Job	Class
6000 - Worship & Reli...	50.00			1-General
6200 - Pastoral Visitati...	49.00			1-General

## TRANSACTIONS

## Adjustments / Void a Check

- From **Edit** in the **Menu Bar**, select **Void Check**.



- The check will now show an amount of 0.00 and **VOID** will appear in the **Memo** field. Click **Save & Close**.

The screenshot shows the 'Write Checks - General' window. The 'Bank Account' is '1000 - Checking:1010 - General' and the 'Ending Balance' is '3,700.68'. The check is for 'Oregon Catholic Press' with 'No. 222' and 'Date 08/20/2001'. The amount is '\$ 0.00' (circled in red). The 'Memo' field contains 'VOID: Optional memo' (circled in red). The 'Expenses' section shows a total of '\$0.00'.

Account	Amount	Memo	Customer:Job	Class
6000 - Worship & Reli...	0.00			1-General
6200 - Pastoral Visitati...	0.00			1-General

## TRANSACTIONS

### Basics of Finding & Editing Transactions / Finding

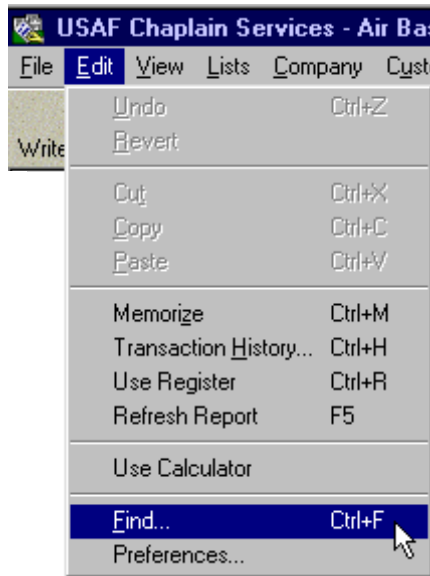
## Basics of Finding & Editing Transactions

### Finding Transactions

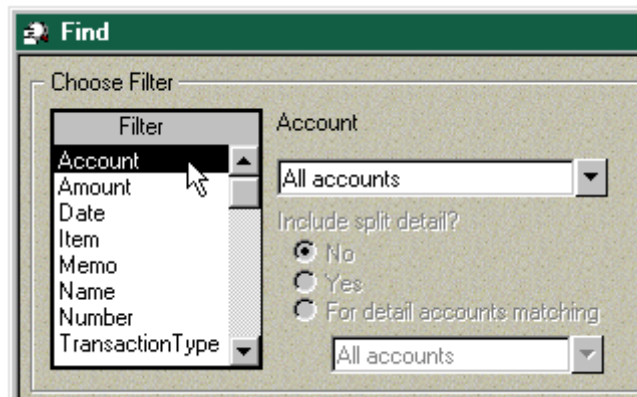
The **Find** feature allows you to locate a transaction, or transactions, in QuickBooks.

#### To Use the Find feature:

- From the **Edit** menu, select **Find**.



- Select the appropriate filter from the **Filter** list.

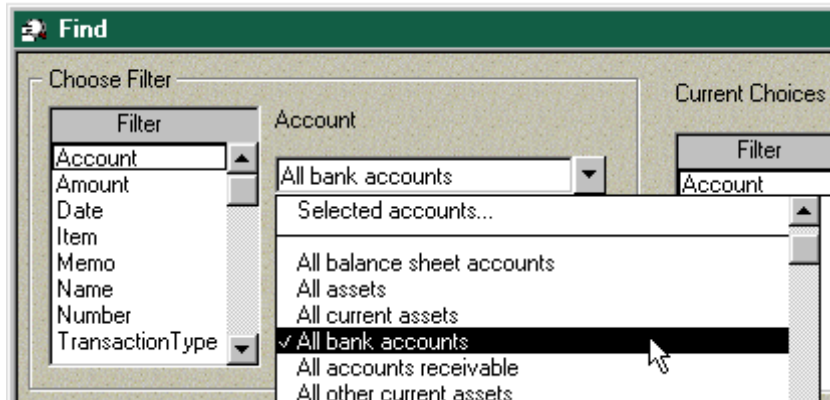




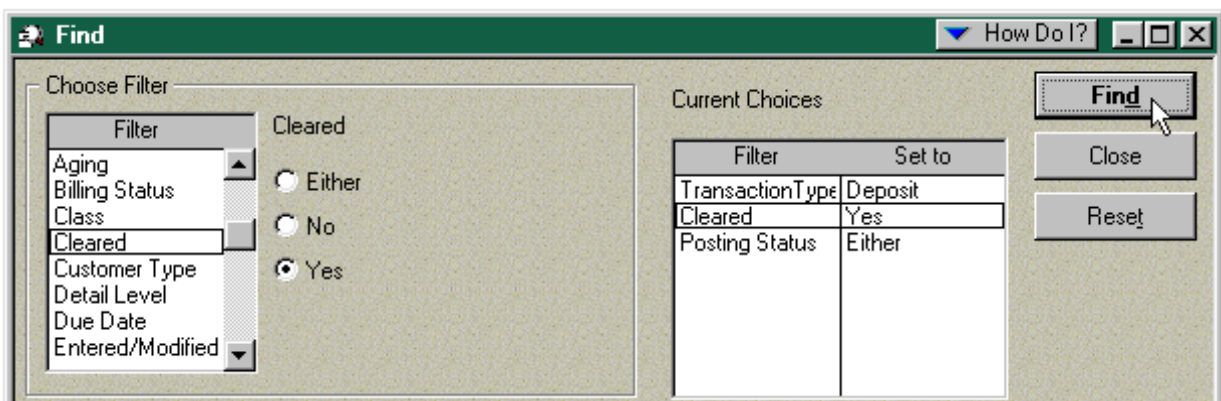
## TRANSACTIONS

## Basics of Finding &amp; Editing Transactions / Finding

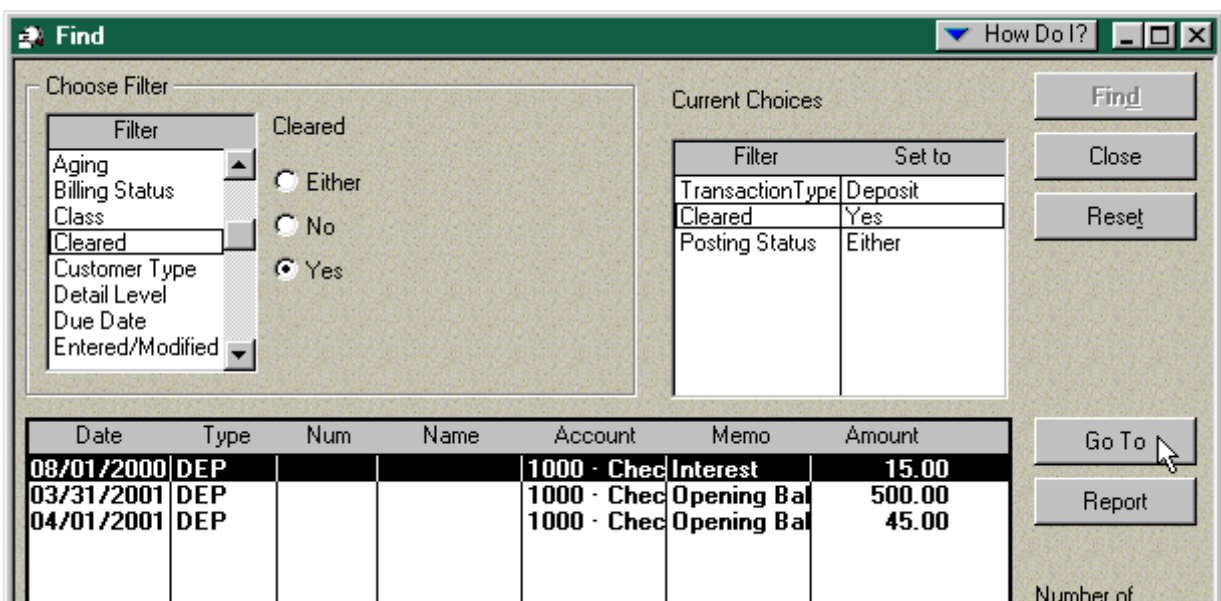
- Define the parameters for the filter you selected in the section to the right of the filter list (such as amount, date, name, etc.). For example, you can narrow your search by entering a date range, transaction amount, or the name of the customer or vendor involved.



- Click the **Find** button after you have made all of your filter selections.



- If you see the transaction you want listed at the bottom of the window, double-click the transaction or select the transaction and click the **Go To** button to open the transaction.



## TRANSACTIONS

## Basics of Finding &amp; Editing Transactions / Finding

- Click the **Reset** button to find another transaction or click the **Close** button to close the **Find** window.

**Find** How Do I?

Choose Filter

Filter: Cleared

☐ Either

☐ No

☒ Yes

Current Choices

Filter	Set to
TransactionType	Deposit
Cleared	Yes
Posting Status	Either

Date	Type	Num	Name	Account	Memo	Amount
08/01/2000	DEP			1000 - Chec	Interest	15.00
03/31/2001	DEP			1000 - Chec	Opening Bal	500.00
04/01/2001	DEP			1000 - Chec	Opening Bal	45.00

Number of matches: 3

An alternative way of **Finding a Transaction** is to open a register if you know the approximate date of the transaction and an account to which the transaction was posted. For example, you can find a check by opening the register for your checking account.

**Example:** If you wrote a check from the **1010 – General** Checking sub-account against a specific expense account, open the **1010 – General** Checking sub-account register to look for this particular transaction by check number or date.

## TRANSACTIONS

### Basics of Finding & Editing Transactions / Editing

#### Editing Transactions

##### To Edit or Change Information on a Transaction:

- Locate the transaction on the appropriate report or register. You can also use the **Find** feature (Click **Edit**, then **Find** to open the **Find** window).

Date	Number	Payee	Payment	✓	Deposit	Balance	
06/30/2001	DEP	3000 · Opening Bal Equ Opening Balance Depos			1,500.00	2,015.00	
08/20/2001	DEP	4100 · Designated Cont Deposit			1,252.00	3,267.00	
08/20/2001	DEP	6700 · Lay Programs:67 Project Officer Return			32.68	3,299.68	
08/20/2001	222	Oregon Catholic Press	99.00		Deposit	3,200.68	
	CHK	-split- Optional memo					
						Ending balance	3,700.68

Sort by: Date, Type, Number/Rel

Buttons: Splits, 1-Line, Record, Restore

Get paid faster by billing your customers online.

- Double-click the located transaction. This will display the transaction you would like to edit. (In this example, the **Memo** will be changed.)

Bank Account: 1000 · Checking:1010 · General

Ending Balance: 3,700.68

No. 222  
Date: 08/20/2001  
\$ 99.00

Pay to the Order of: Oregon Catholic Press

Ninety-nine and 00/100\* ..... Dollars

Address: Oregon Catholic Press

Memo: Optional memo

Expenses: \$99.00 Items: \$0.00

To be printed: ☐

Account	Amount	Memo	Customer:Job	Class
6000 · Worship & Reli...	50.00			1-General
6200 · Pastoral Visitati...	49.00			1-General

## TRANSACTIONS

## Basics of Finding &amp; Editing Transactions / Editing

- Make the necessary changes.

**Write Checks - General** How Do I? Print

Bank Account: 1000 · Checking:1010 · General Ending Balance: 3,700.68

Pay to the Order of: Oregon Catholic Press No. 222 Date: 08/20/2001 \$ 99.00

Ninety-nine and 00/100\*\*\*\*\*Dollars

Address: Oregon Catholic Press

Memo: A much more significant memo!!!

Expenses: \$99.00 Items: \$0.00 ☐ To be printed

Account	Amount	Memo	Customer:Job	Class
6000 · Worship & Reli...	50.00			1-General
6200 · Pastoral Visitati...	49.00			1-General

Clear Splits Recalculate Save & Close **Save & New** Revert

[Switch to the QuickBooks Credit Card for low interest rates and travel perks.](#)

## TRANSACTIONS

## Basics of Finding &amp; Editing Transactions / Editing

- Click the **Save & New** or **Save & Close** in the lower portion of the window to record the changes.

**Write Checks - General** How Do I? Print

Bank Account: 1000 · Checking: 1010 · General Ending Balance: 3,700.68

Pay to the Order of: Oregon Catholic Press No. 222  
 Date: 08/20/2001  
 \$ 99.00  
 Ninety-nine and 00/100\*\*\*\*\* Dollars  
 Address: Oregon Catholic Press  
 Memo: A much more significant mem!!!

Expenses: \$99.00 Items: \$0.00 ☐ To be printed

Account	Amount	Memo	Customer:Job	Class
6000 · Worship & Reli...	50.00			1-General
6200 · Pastoral Visitati...	49.00			1-General

Clear Splits Recalculate **Save & Close** Save & New Revert

[Switch to the QuickBooks Credit Card for low interest rates and travel perks.](#)

**NOTE:** Do not edit a previous fiscal year transaction by just changing the register. Adjustments in a previous fiscal year to the data file must be made with a new **Journal Entry** or another new entry.



## TRANSACTIONS

### Memorizing Transactions

#### Memorizing Transactions

When a particular transaction with the same names, items, and accounts is going to be repeated, it is a good idea to memorize it. You can instruct QuickBooks to remind you or automatically enter it.

**NOTE:** If you are memorizing a payment of any kind, the transaction can be recorded automatically, but you will still need to **PRINT** the check.

#### To Memorize a Transaction:

- Display the transaction that you would like to memorize. (You may open a transaction you have already recorded and want to memorize, or you may memorize a transaction you are currently creating and have not yet recorded.)

**Enter Bills** [How Do I?] [X]

← Previous → Next [History]

☒ Bill ☐ Credit ☒ Bill Received

**Bill**

Vendor: Wholesale Florist Date: 09/01/2001 [Calendar]

Bill Due: 10/01/2001 [Calendar]

Amount Due: 149.00

Terms: [Dropdown] Ref. No.: [Text]

Memo: Monthly Flowers

**Expenses** \$149.00 **Items** \$0.00

Account	Amount	Memo	Customer:Job	Class
6000 - Worship & Rel...	149.00			1-General

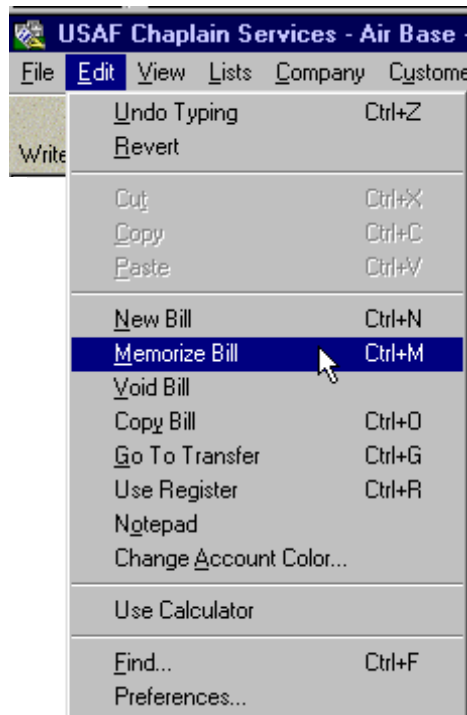
[Clear Splits] [Recalculate] [Save & Close] [Save & New] [Clear]



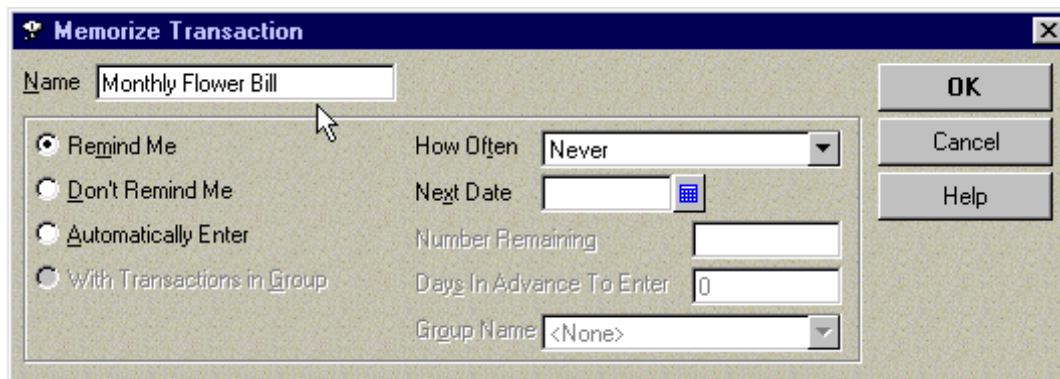
## TRANSACTIONS

### Memorizing Transactions

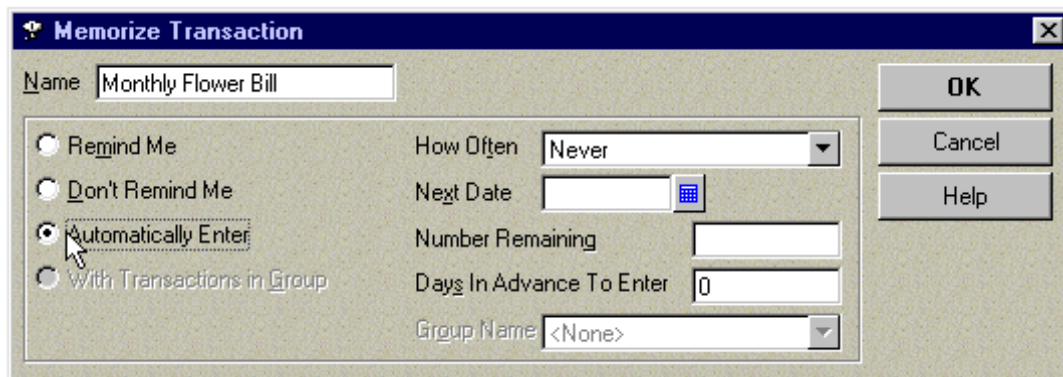
- From the **Edit** menu, select **Memorize**.



- Enter a distinctive name for the memorized transaction.



- If this transaction is part of a group, select the group name from the **Group Name** field.
- Select the correct button for either reminding you, not reminding you, or to automatically enter the memorized transaction.



## TRANSACTIONS

## Memorizing Transactions

- In the **How Often** field, select the frequency of the transaction.

- In the **Next Date** field, select the date for the next time you will use this transaction.

- If you chose to have the transaction automatically enter, enter the number of times to use this transaction, as well as days in advance to enter.

- Click **OK**.

## TRANSACTIONS

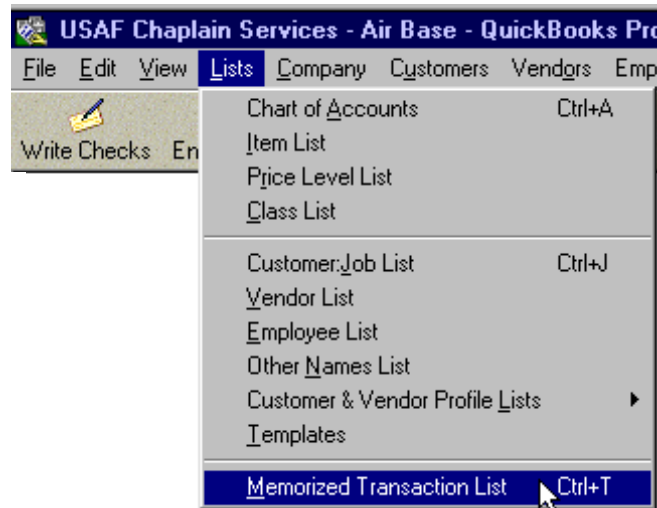
### Memorizing Group Transactions

#### Memorize Transaction Groups

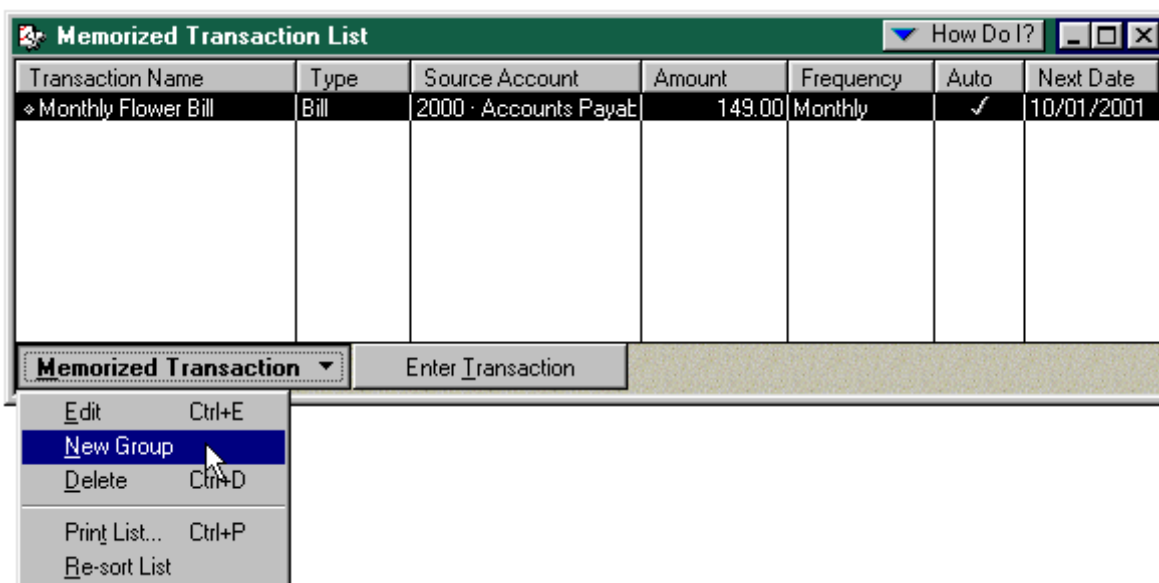
When memorizing transactions you can group them together to enter at the same time and with the same memorization settings.

To create a Memorized Transaction Group:

- Click **Lists** in the top menu bar, and select **Memorized Transaction List**.



- Click the **Memorized Transaction** button in the bottom left corner of the list window. Select **New Group**.



## TRANSACTIONS

### Memorizing Group Transactions

- Enter a **Name** for the group.

**New Memorized Transaction Group**

Name: Monthly Flower Orders

☒ Remind Me  
☐ Don't Remind Me  
☐ Automatically Enter

How Often: Never  
Next Date:   
Number Remaining:   
Days In Advance To Enter: 0

OK Cancel

- Select the correct button for either reminding you, not reminding you, or to automatically enter the memorized transaction.

**New Memorized Transaction Group**

Name: Monthly Flower Orders

☒ Remind Me  
☐ Don't Remind Me  
☐ Automatically Enter

How Often: Never  
Next Date:   
Number Remaining:   
Days In Advance To Enter: 0

OK Cancel

- Select the frequency of the transaction from the **How Often** field.

**New Memorized Transaction Group**

Name: Monthly Flower Orders

☒ Remind Me  
☐ Don't Remind Me  
☐ Automatically Enter

How Often: Monthly  
Next Date:   
Number Remaining:   
Days In Advance To Enter: 0

OK Cancel



## TRANSACTIONS

### Memorizing Group Transactions

- Select the date for the next time you will use this transaction in the **Next Date** field.

**New Memorized Transaction Group**

Name: Monthly Flower Orders

☒ Remind Me
 ☐ Don't Remind Me
 ☐ Automatically Enter

How Often: Monthly

Next Date: 09/01/2001

Number Remaining: [ ]

Days In Advance: [ ]

OK Cancel

- If you chose to have the transaction group automatically entered, fill in the number of times to use this transaction group, as well as days in advance to enter the group.
- Click **OK**.

**Schedule Transaction Group**

Name: Monthly Flower Orders

☒ Remind Me
 ☐ Don't Remind Me
 ☐ Automatically Enter

How Often: Monthly

Next Date: 09/01/2001

Number Remaining: [ ]

Days In Advance To Enter: 0

OK Cancel

## REPORTS

### Why Use Reports? / Creating Reports

#### Why Use Reports?

Reports give you insight into your organization's finances. You can use reports to answer questions like these:

- Which bills need to be paid?
- What will my cash flow be for the next quarter?
- Are my expenses within budget?

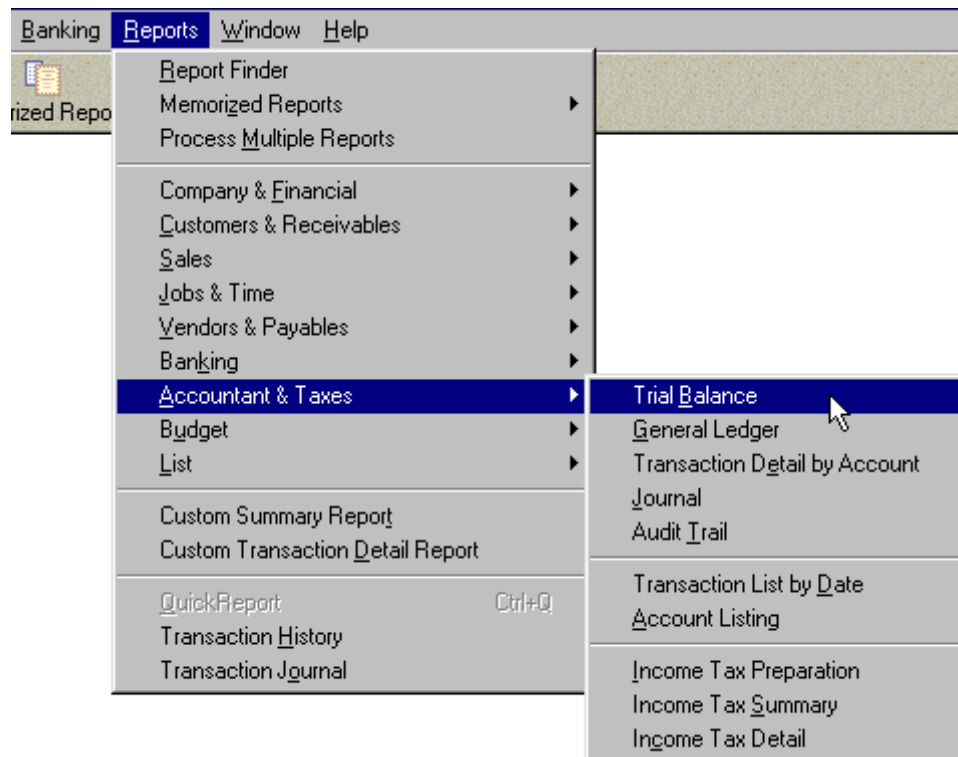
QuickBooks provides many different kinds of reports that cover all aspects of the Chaplain Service Fund. If you create a report and it does not show exactly what you need, you can apply a filter to the report to change its scope. For example, you can filter a vendor report to show only bills or credits from a particular vendor.

#### Creating Reports

The following section details how to create, customize, filter, and memorize reports.

##### There is More Than One Way to Create a Report:

- From the Reports window, choose a report category and then choose the report you want.

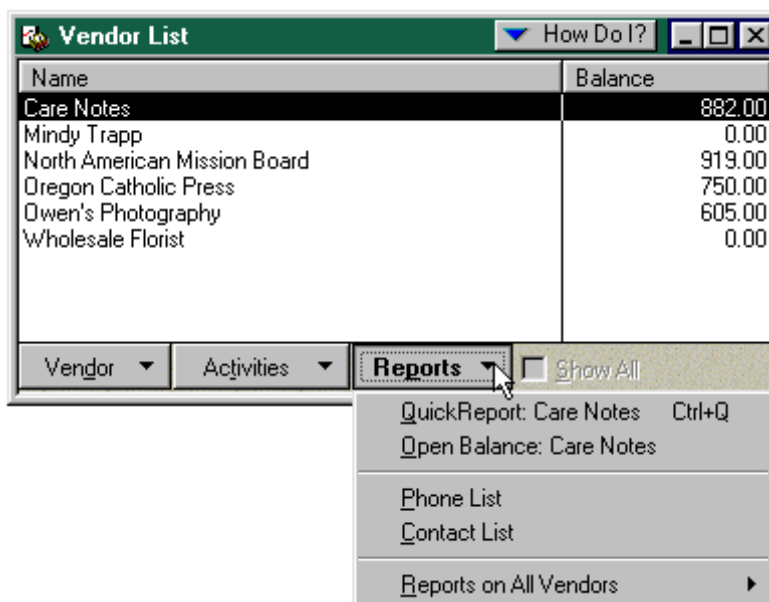




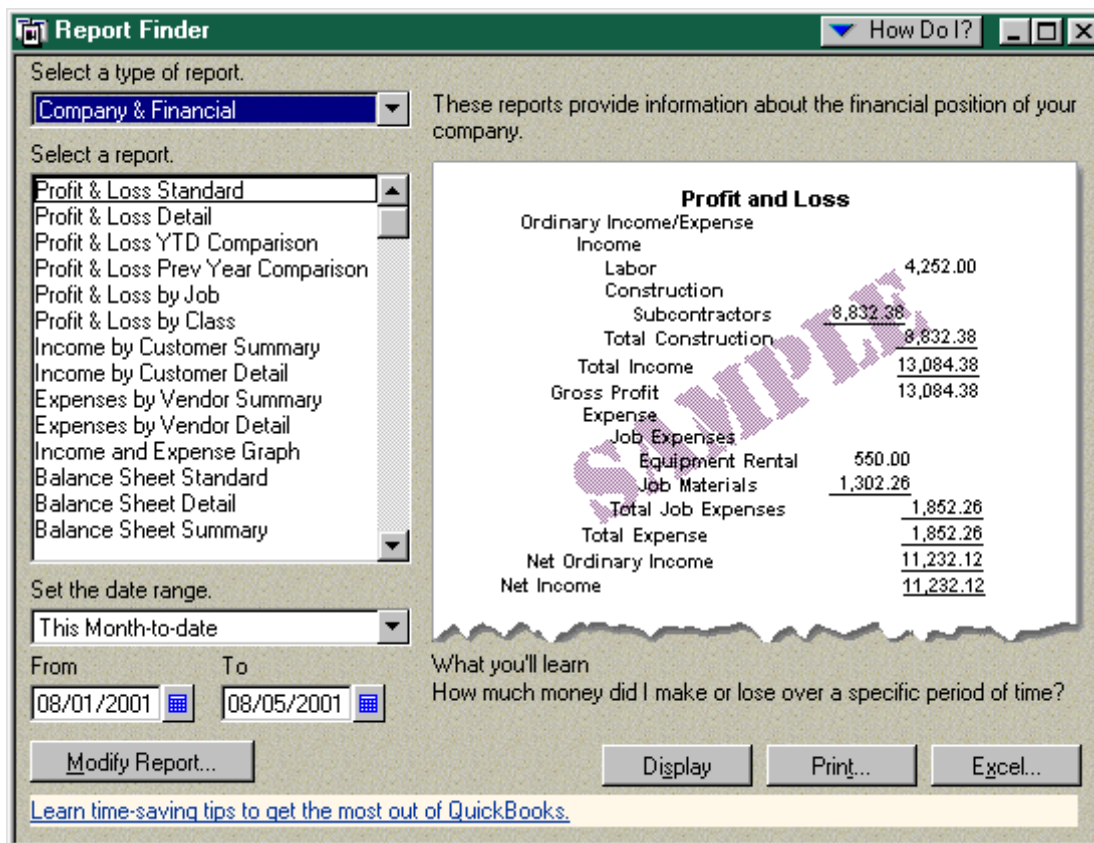
## REPORTS

### Creating Reports

- Click the Reports menu button on any list. Then choose the report you want.



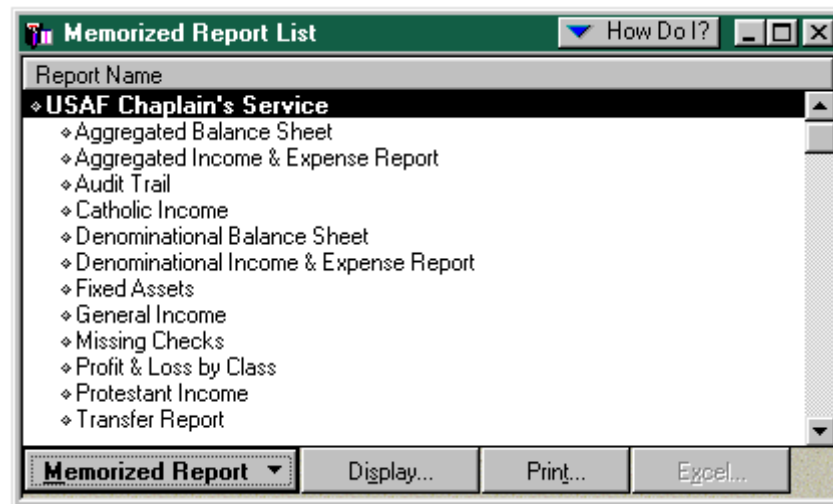
- If you do not know which report you want, choose Report Finder from the Reports menu. Use the Report Finder to learn about and view examples of different reports. When you find one that meets your needs, click Display.



## REPORTS

### Creating Reports / Seeing the Detail

- Click the Memorized Reports icon in the menu bar. There are custom reports created for the Chaplain Service and other basic financial reports list there.



### Seeing the Detail Behind a Summary Amount

When you create a report that summarizes groups of transactions, you can get more detail about any amount in the report. In the report, double-click the amount, on the transaction you are interested in, when the cursor turns to the magnifying glass with the Z in it. A new report appears. The report lists the individual transactions from which QuickBooks calculated the summary amount.

#### USAF Chaplain Services - Air Base Custom Summary Report

All Transactions

◇ Aug 25, 01 ◇

##### Income

4000 • Regular Contributions	2,600.00
4100 • Designated Contributions	1,552.00
4200 • Organizational/Activity Contrib	422.00

PM

15/01

Journal Basis

#### USAF Chaplain Services - Air Base Custom Transaction Detail Report

All Transactions

◇ Type ◇	◇ Date ◇	◇ Num ◇	◇ Name ◇	◇ Memo ◇	◇ Account ◇	◇ Class ◇	◇ Clr ◇
Deposit	07/22/2001		0815 Catholic Mass	Deposit	4000 • Regular Con...	3-Catholic	10
General Journal	07/31/2001	O.B. ...			4000 • Regular Con...	2-Protes...	-S

al

## REPORTS

### Creating Reports / Seeing the Detail

To see one of the listed transactions in its original form, double-click the transaction's entry in the report. For example, if you double-click on a deposit, the deposit will appear on screen.

**Make Deposits** How Do I?

Previous Next Print Payments

Deposit To: 1030 - Catholic Date: 07/22/2001 Memo: Deposit

Click Payments to select customer payments that you have received. List any other amounts to deposit below.

Received From	From Account	Memo	Chk No.	Pmt Meth.	Class	Amount
0815 Catholic...	4000 - Regula...				3-Ca...	100.00

Deposit Subtotal 100.00

To get cash back from this deposit, enter the amount below. Indicate the account where you want this money to go, such as your Petty Cash account.

Cash back goes to: Cash back memo: Cash back amount:

Deposit Total 100.00

Save & Close Save & New Revert

## REPORTS

### Customizing / Date Range

### Customizing

The Appearance of Reports may be Customized by:

- Changing the Date Range
- Changing Fonts and Numbers
- Adding or Removing Columns
- Resizing Columns
- Sorting by Columns
- Moving Columns
- Changing the Header or Footer
- Grouping and Subtotaling Data

If a report is customized or filtered in any way, it must be memorized in order to save those changes and be able to quickly generate again.

### Changing the Date Range

All reports have a default date range when you create them. You can have the report cover a different period of time if you wish.

- To use a different preset date range, select one of the ranges shown on the Dates drop-down list.

The screenshot shows the 'Custom Summary Report' window. The 'Dates' dropdown menu is open, displaying a list of date range options. The 'From' date is 10/01/2000 and the 'To' date is 08/05/2001. The 'Columns' dropdown is set to 'Total only'. The report title is 'F Chaplain Services - Air Base Custom Summary Report' for the period 'October 1, 2000 through August 5, 2001'. The report data is as follows:

F Chaplain Services - Air Base	
Custom Summary Report	
October 1, 2000 through August 5, 2001	
◇ Oct 1, '00 - Aug 5, 01 ◇	
Contributions	2,600.00
ded Contributions	300.00
ditional/Activity Contrib	422.00
Income	52.00
	3,374.00
& Religious Observance	
nment	1,124.50
6020 • Workshops	379.00
6030 • Music	111.43

## REPORTS

## Customizing / Date Range / Fonts and Numbers

- To change to a period of time not specified by one of the preset ranges, click the Calendar Icon to change the dates shown in the From and To fields.

**Custom Summary Report** [How Do I?] [X]

Modify Report... Memorize... Print... Excel... Hide Header Collapse Refresh

Dates: This Fiscal Year-to-date From: 10/15/2000 To: 08/05/2001 Columns: Total only

9:49 PM  
08/05/01  
Accrual Basis

**Income**

4000 • Regular Contributions	2,600.00	
4100 • Designated Contributions	300.00	
4200 • Organizational/Activity Contributions	422.00	
4300 • Interest Income	52.00	
<b>Total Income</b>	<b>3,374.00</b>	

**Expense**

6000 • Worship & Religious Observance		
6010 • Environment	1,124.50	
6020 • Workshops	379.00	
6030 • Music	111.43	

Calendar Pop-up: October - 2000

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## Changing Fonts and Numbers

Any of the text elements in reports may have different fonts applied to them. How numbers are displayed is an option that the user may also change.

## To Change Fonts:

- Display the desired report.
- From the Reports window, click **Modify Report**.

**Custom Summary Report** [How Do I?] [X]

Modify Report... Memorize... Print... Excel... Hide Header Collapse Refresh

Dates: Custom From: 10/15/2000 To: 08/05/2001 Columns: Total only

9:59 PM  
08/05/01  
Accrual Basis

**USAF Chaplain Services - Air Base**  
**Custom Summary Report**  
October 15, 2000 through August 5, 2001

◇ Oct 15, '00 - Aug 5, 01 ◇

**Income**

4000 • Regular Contributions	2,600.00	
4100 • Designated Contributions	300.00	
4200 • Organizational/Activity Contributions	422.00	
4300 • Interest Income	52.00	
<b>Total Income</b>	<b>3,374.00</b>	

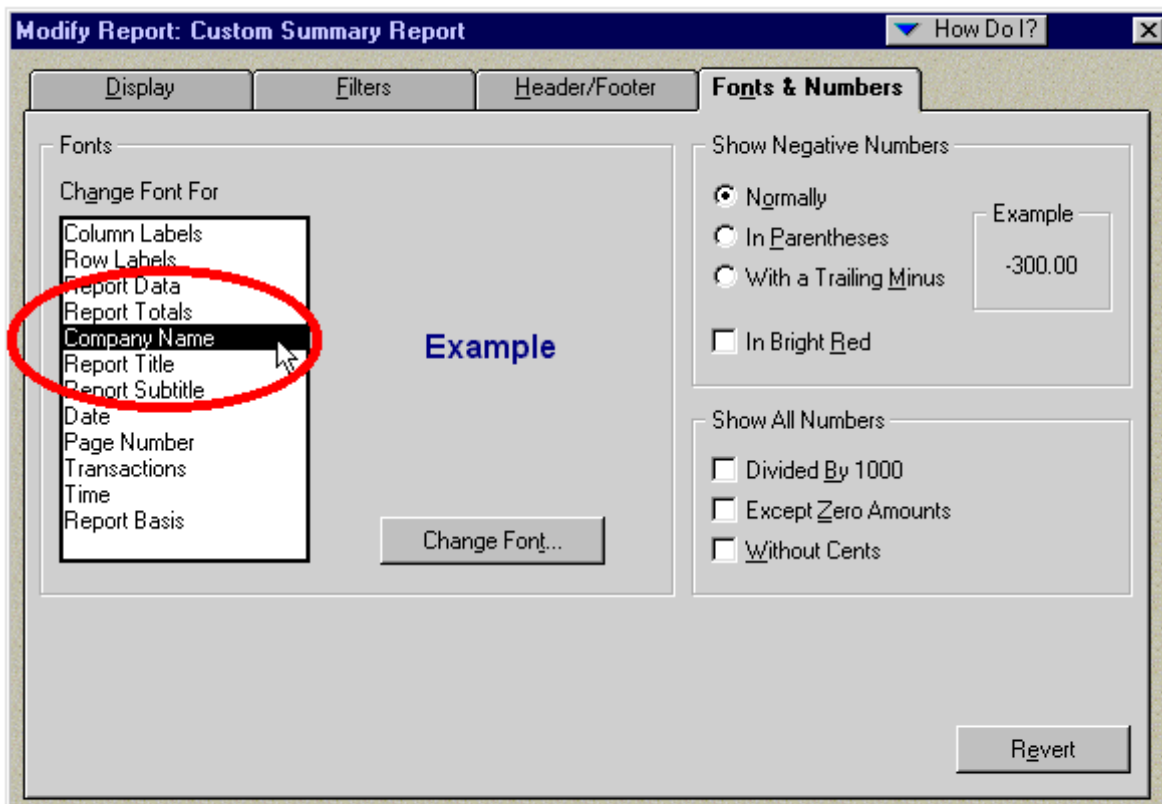
**Expense**

6000 • Worship & Religious Observance		

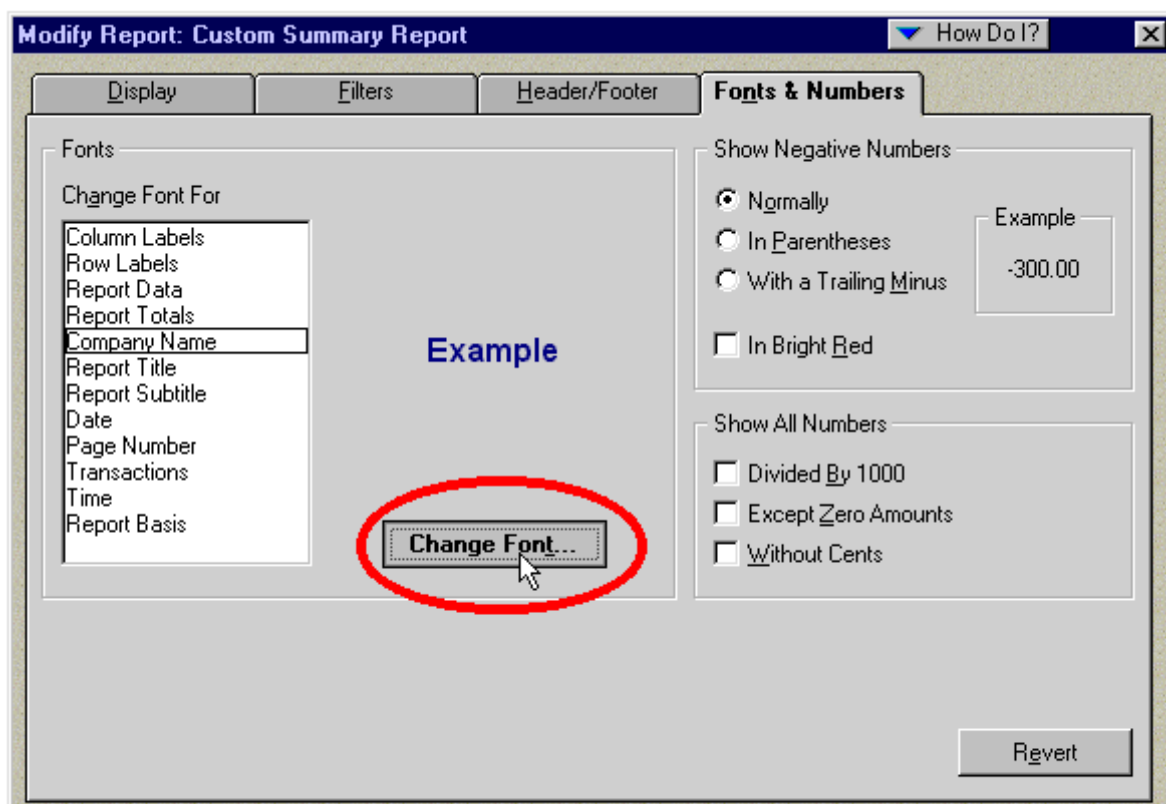
## REPORTS

### Customizing / Date Range / Fonts and Numbers

- From the **Fonts & Numbers** tab, select the text you wish in the **Change Font For** window.



- Click the **Change Font** button and select the font, font style, and size you want.

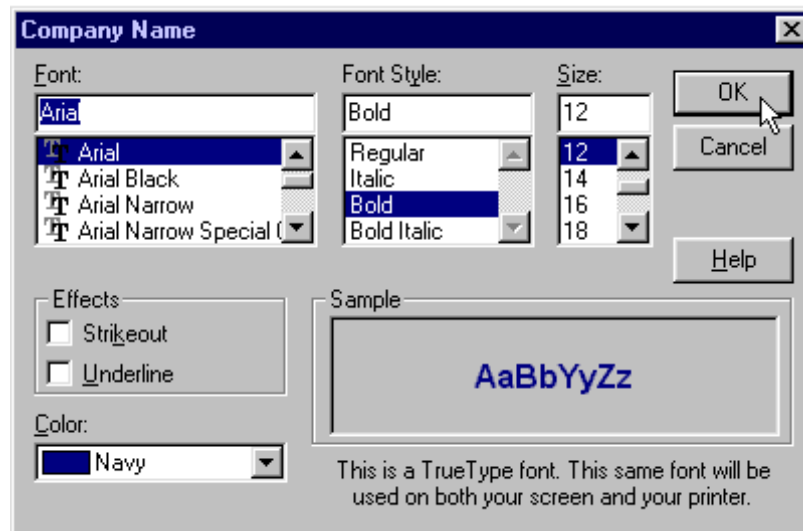




## REPORTS

## Customizing / Date Range / Fonts and Numbers

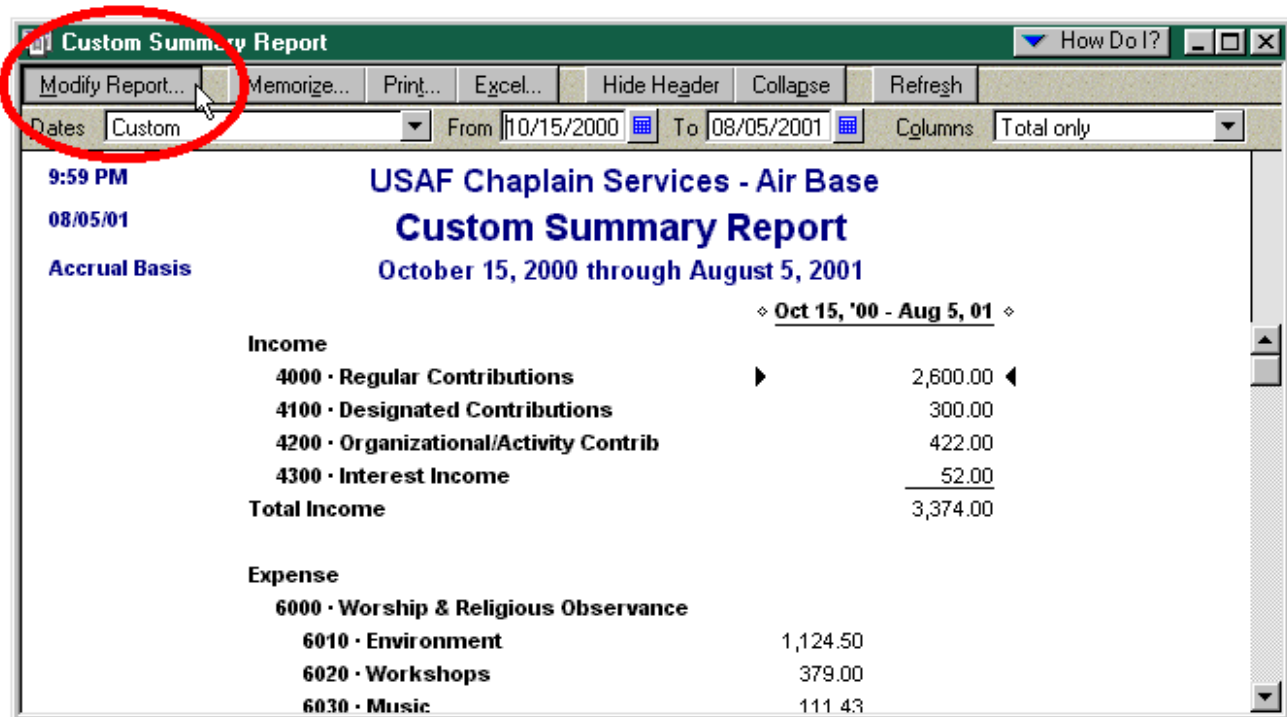
- Click **OK**.



- Repeat these steps to apply to any the other elements in the report you wish to change.

**To Change How Numbers Display:**

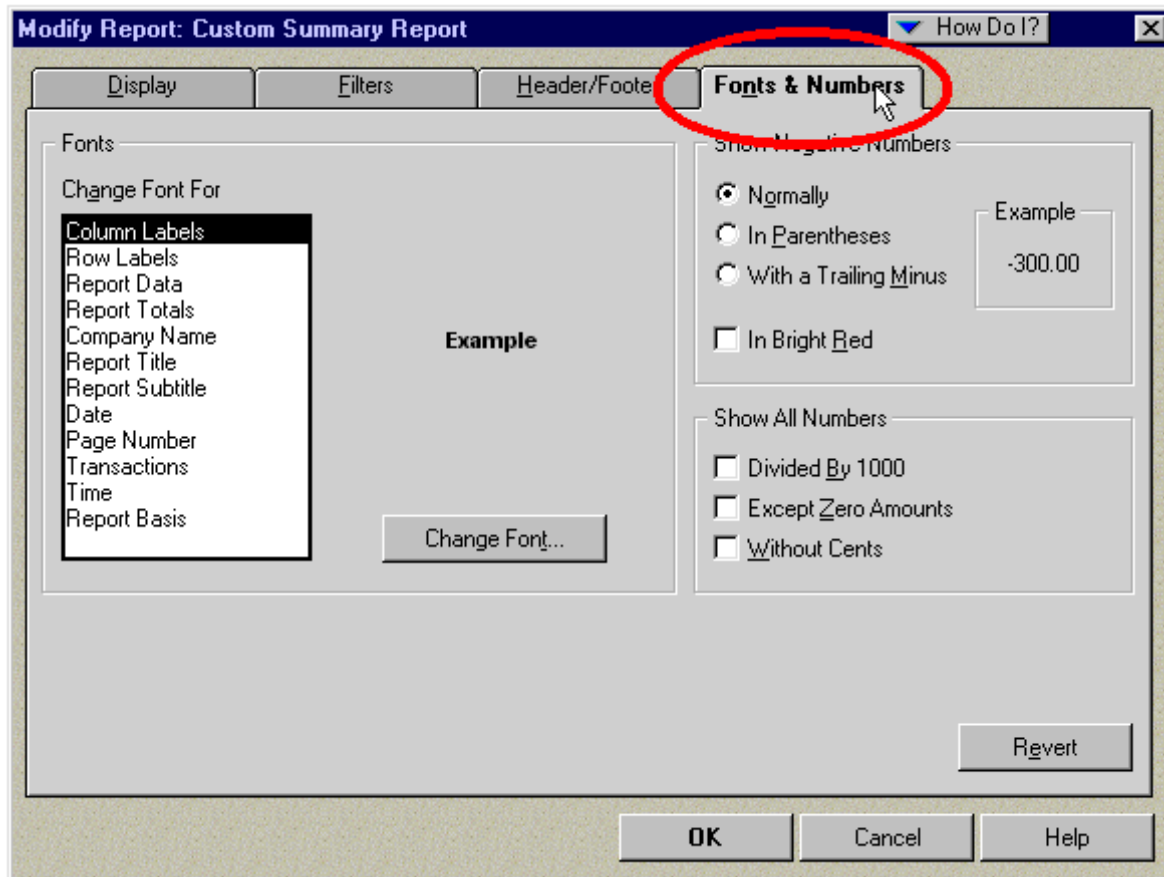
- In the Report window, click **Modify Report**.



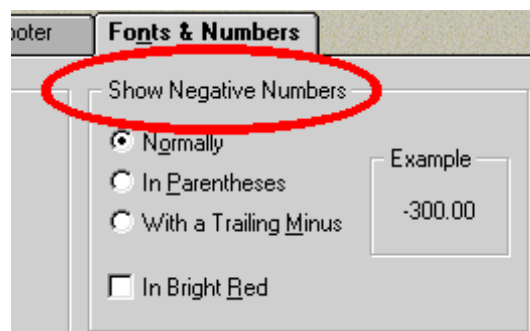
## REPORTS

### Customizing / Date Range / Fonts and Numbers

- Select the **Fonts & Numbers** tab.



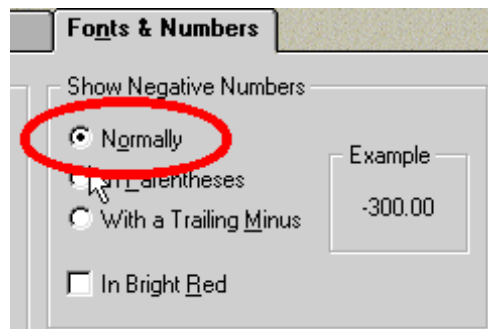
- Select the options you want to change in the **Show Negative Numbers** area. As different options are selected, the example to the right will display that option.



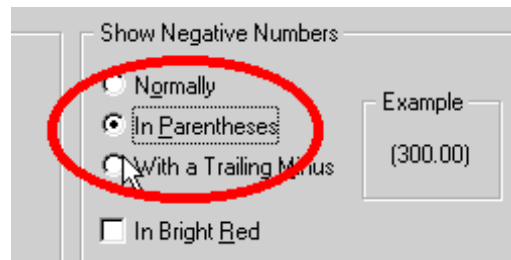
## REPORTS

### Customizing / Date Range / Fonts and Numbers

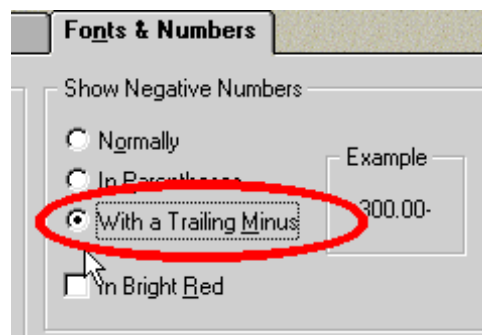
- To show negative numbers with a leading minus, select **Normally**.



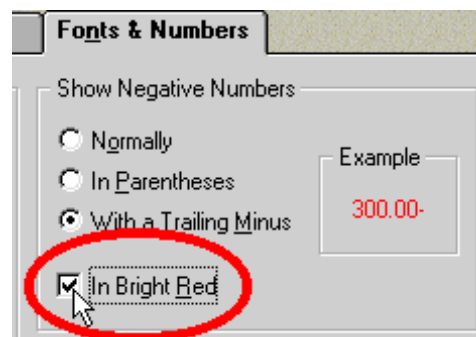
- To show negative numbers in parentheses, select **In Parentheses**.



- To show negative numbers with a trailing minus, select **With a Trailing Minus**.



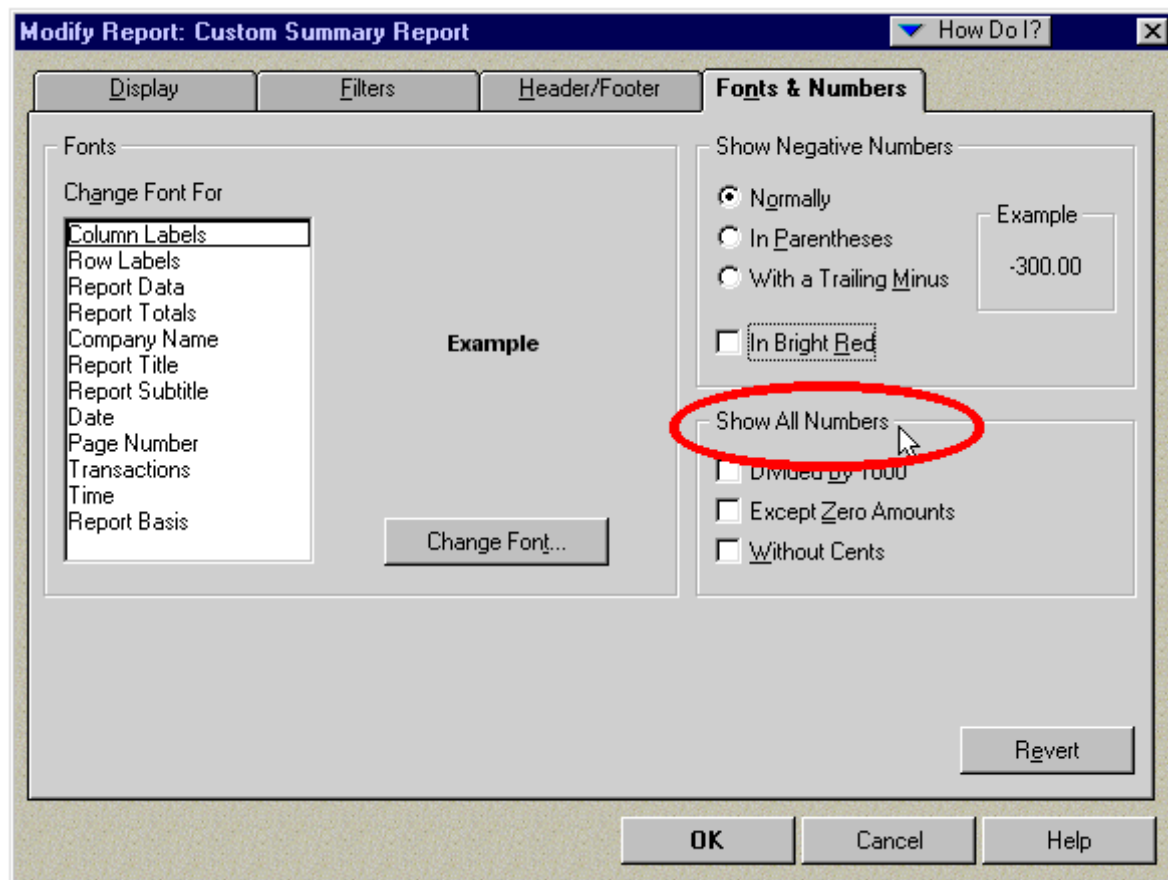
- To make negative numbers appear as red, select **In Bright Red**.



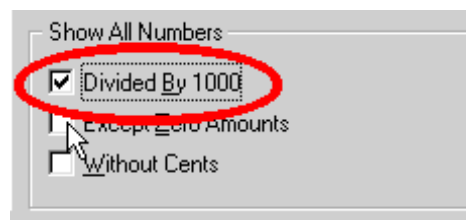
## REPORTS

### Customizing / Date Range / Fonts and Numbers

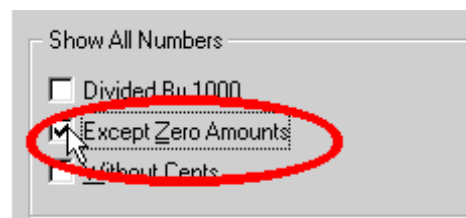
- Select the options you want in the **Show All Numbers** area.



- To reduce numbers to multiples of 1000, select **Divided By 1000**.



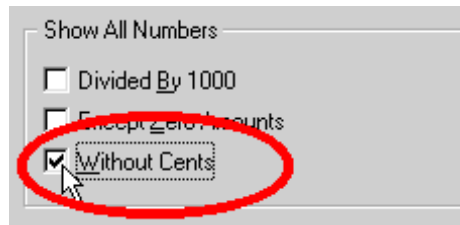
- To remove amounts of 0.00 from the report, select **Except Zero Amounts**.



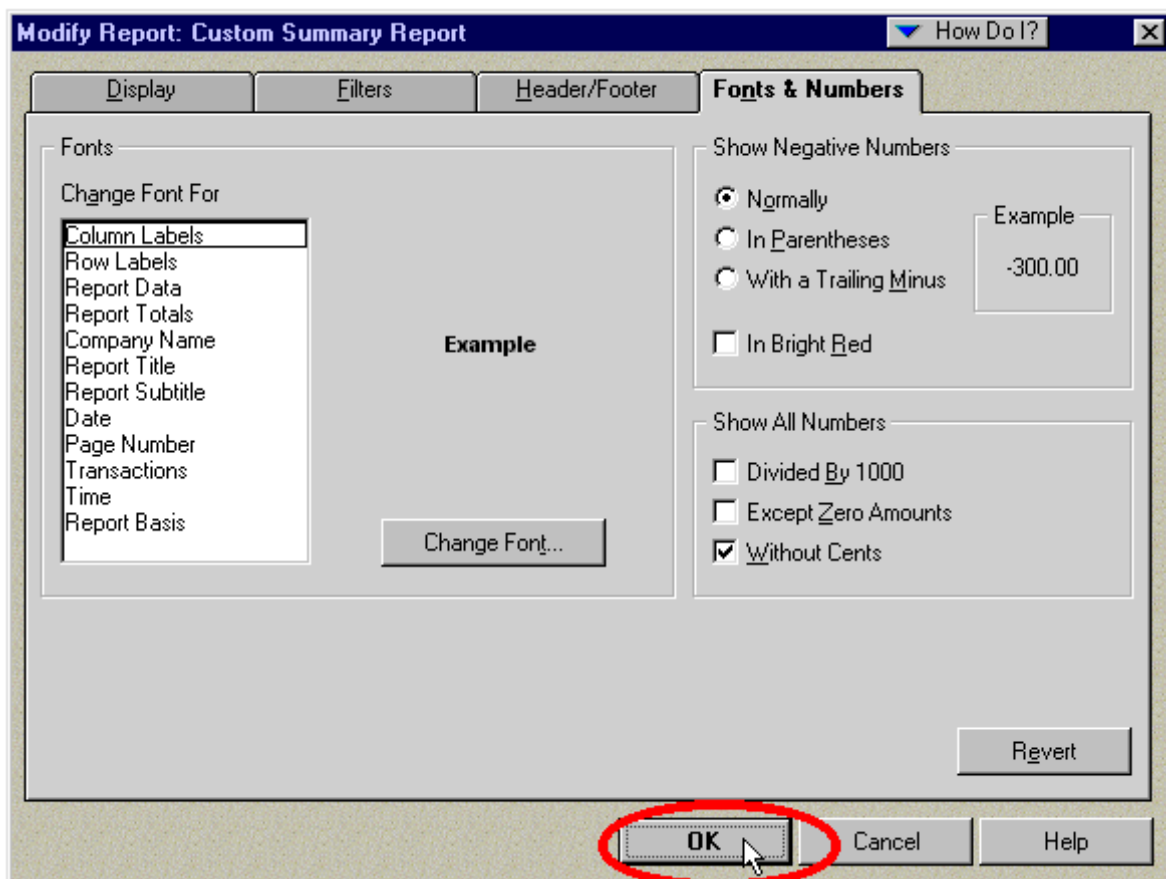
## REPORTS

### Customizing / Date Range / Fonts and Numbers

- To show dollar amounts without cents, select **Without Cents**. This rounds each amount up to the nearest dollar. For example, 579.75 becomes 580.



- Click **OK**.



## REPORTS

### Customizing / Adding or Removing Columns

#### Adding or Removing Columns

Reports that list individual transactions can show other columns of data in addition to the ones you see when you initially create the report.

##### To Add or Remove Columns:

- From the Reports window, click **Modify Report**.

**Custom Summary Report**

9:59 PM  
08/05/01  
Accrual Basis

**USAF Chaplain Services - Air Base**  
**Custom Summary Report**  
October 15, 2000 through August 5, 2001

◇ Oct 15, '00 - Aug 5, 01 ◇

<b>Income</b>	
4000 • Regular Contributions	2,600.00
4100 • Designated Contributions	300.00
4200 • Organizational/Activity Contrib	422.00
4300 • Interest Income	52.00
<b>Total Income</b>	<b>3,374.00</b>

- From the **Display** tab, to add columns, select the **Columns** you want to add.

**Modify Report: Custom Transaction Detail Report**

Display Filters Header/Footer Fonts & Numbers

Report Date Range

Dates: This Month-to-date From the first day of the current month through today

From: 08/01/2001 To: 08/05/2001

Report Basis

☒ Accrual ☐ Cash This setting determines how this report calculates income and expenses.

**Columns**

☒ (left margin)  
☐ Trans #  
☒ Type  
☐ Entered/Last Modified  
☐ Last modified by  
☒ Date  
☒ Num  
☐ P. O. #  
☒ Name  
☐ Source Name

Total by: Total only

Sort by: Default

Sort in: ☒ Ascending order ☐ Descending order

Put a check mark next to each column that you want to appear in the report.

Advanced... Revert

OK Cancel Help



## REPORTS

### Customizing / Resizing Columns

- A check will appear to the left of the **Columns** you select.
- To remove columns from the report, clear the checkmark for each column you want to remove.
- Click **OK**.

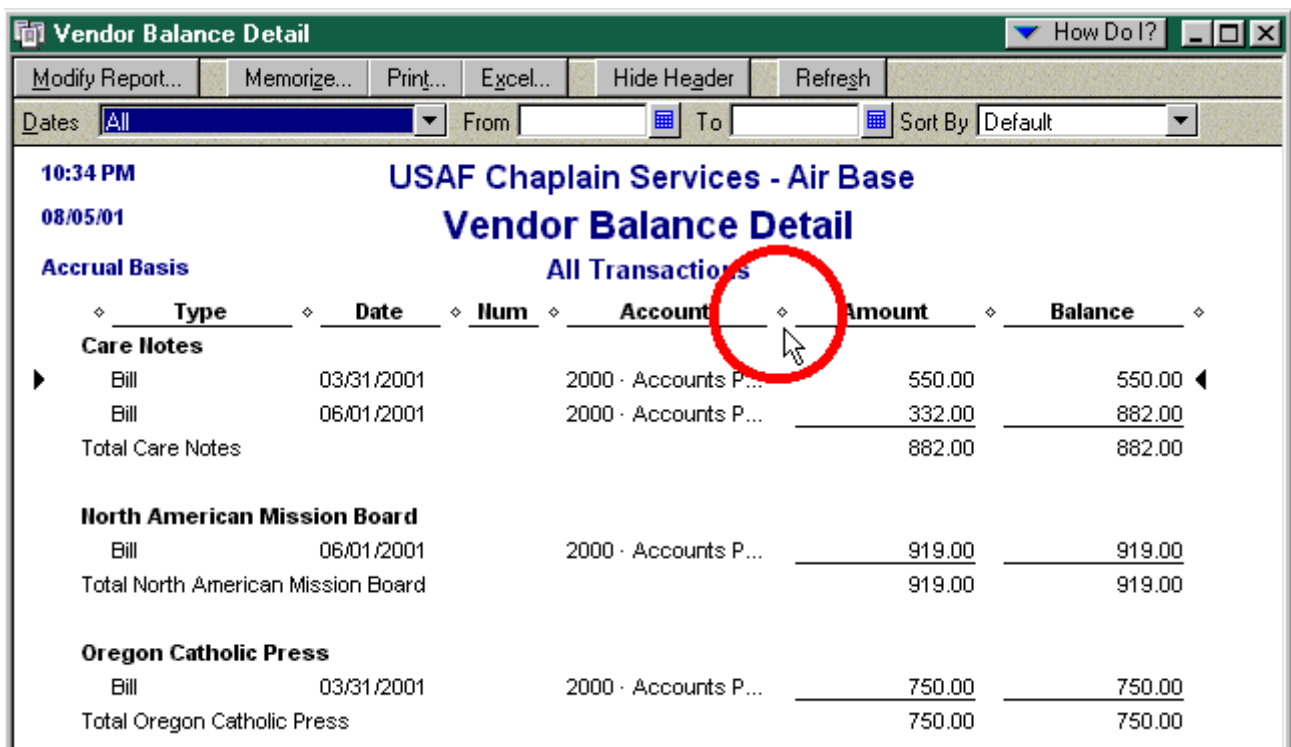
**NOTE:** The column titled left margin adds white space along the left edge of the report. By excluding this column, you gain some extra room for report data.

### Resizing Columns

You can make any column wider or narrower. These adjustments are helpful when a report does not quite fit across a single page.

#### To Make a Column Wider:

- Position the cursor over the small diamond to the right of the column title.



**Vendor Balance Detail**

10:34 PM 08/05/01

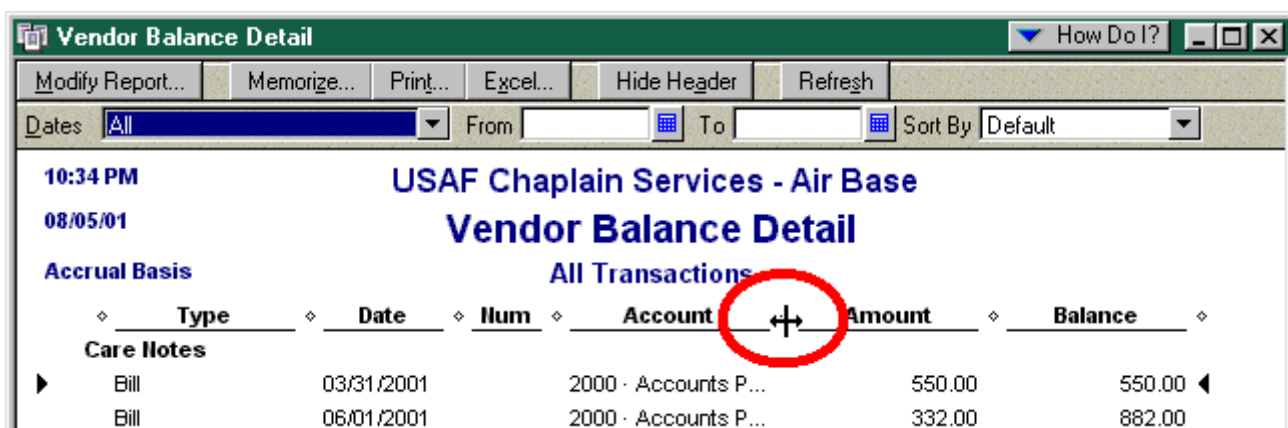
**USAF Chaplain Services - Air Base**

**Vendor Balance Detail**

Accrual Basis All Transactions

Type	Date	Item	Account	Amount	Balance
<b>Care Notes</b>					
Bill	03/31/2001		2000 - Accounts P...	550.00	550.00
Bill	06/01/2001		2000 - Accounts P...	332.00	882.00
Total Care Notes				882.00	882.00
<b>North American Mission Board</b>					
Bill	06/01/2001		2000 - Accounts P...	919.00	919.00
Total North American Mission Board				919.00	919.00
<b>Oregon Catholic Press</b>					
Bill	03/31/2001		2000 - Accounts P...	750.00	750.00
Total Oregon Catholic Press				750.00	750.00

- Your cursor will turn into a cross-hair.



**Vendor Balance Detail**

10:34 PM 08/05/01

**USAF Chaplain Services - Air Base**

**Vendor Balance Detail**

Accrual Basis All Transactions

Type	Date	Item	Account	Amount	Balance
<b>Care Notes</b>					
Bill	03/31/2001		2000 - Accounts P...	550.00	550.00
Bill	06/01/2001		2000 - Accounts P...	332.00	882.00

## REPORTS

## Customizing / Resizing Columns

- Hold down the left mouse button and drag the column, to your right, to the desired width.

Vendor Balance Detail						
Modify Report... Memorize... Print... Excel... Hide Header Refresh						
Dates All From To Sort By Default						
10:34 PM USAF Chaplain Services - Air Base 08/05/01 Vendor Balance Detail Accrual Basis All Transactions						
Type	Date	Num	Account	Amount	Balance	
<b>Care Notes</b>						
Bill	03/31/2001		2000 - Accounts P...	550.00	550.00	
Bill	06/01/2001		2000 - Accounts P...	332.00	882.00	
Total Care Notes				882.00	882.00	
<b>North American Mission Board</b>						
Bill	06/01/2001		2000 - Accounts P...	919.00	919.00	
Total North American Mission Board				919.00	919.00	
<b>Oregon Catholic Press</b>						
Bill	03/31/2001		2000 - Accounts P...	750.00	750.00	
Total Oregon Catholic Press				750.00	750.00	

Vendor Balance Detail						
Modify Report... Memorize... Print... Excel... Hide Header Refresh						
Dates All From To Sort By Default						
10:34 PM USAF Chaplain Services - Air Base 08/05/01 Vendor Balance Detail Accrual Basis All Transactions						
Type	Date	Num	Account	Amount	Balance	
<b>Care Notes</b>						
Bill	03/31/2001		2000 - Accounts Payable	550.00	550.00	
Bill	06/01/2001		2000 - Accounts Payable	332.00	882.00	
Total Care Notes				882.00	882.00	
<b>North American Mission Board</b>						
Bill	06/01/2001		2000 - Accounts Payable	919.00	919.00	
Total North American Mission Board				919.00	919.00	
<b>Oregon Catholic Press</b>						
Bill	03/31/2001		2000 - Accounts Payable	750.00	750.00	
Total Oregon Catholic Press				750.00	750.00	

- Release the left mouse button.

## REPORTS

### Customizing / Sorting by Columns

#### To Make a Column Narrower:

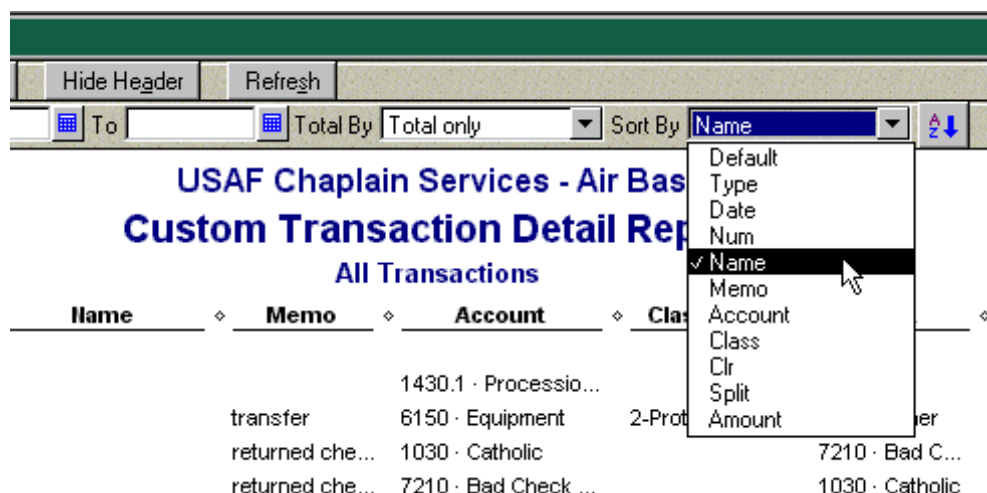
- Position the cursor over the small diamond to the right of the column title.
- Your cursor will turn into a cross-hair.
- Hold down the left mouse button and drag the column, to your left, to the desired width.
- Release the left mouse button.

#### Sorting by Columns

You can sort by columns in ascending (A to Z) or descending (Z to A) order using the Sort By drop-down list.

#### To Sort by Columns:

- In a Report window, select a column to sort from the **Sort By** drop-down list.



- Click the **Ascending/Descending** button next to the **Sort By** drop-down list to toggle between sorting that column in ascending or descending order.



## REPORTS

### Customizing / Moving Columns

#### Moving Columns

You can move report columns by selecting them and dragging them to a new location. This is useful if you want to view or print your data in a particular manner.

**NOTE:** The ability to move columns is only available on list and detail reports.

#### To Move a Column:

- Place the cursor over a column header until it changes to a hand icon.

#### Transaction Detail Report

##### All Transactions

Memo	Account	Class	Split
hly Flow...	2000 · Accounts P...		6010 · Enviro...
hly Flow...	6010 · Environment	1-General	2000 · Accou...
	1100 · Savings		3000 · Openin...
	3000 · Opening Ba...		1100 · Savings
	2000 · Accounts P...		3000 · Openin...

- Hold the left mouse button down and drag the column to the left or right. A red arrow, ↑ shows you where the column will be inserted.

#### Custom Transaction Detail Report

##### All Transactions

ie	Memo	Account	Class
Florist	Monthly Flow...	2000 · Accounts P...	
Florist	Monthly Flow...	6010 · Environment	1-General
Florist		1100 · Savings	
Florist		3000 · Opening Ba...	

- Release the mouse button.
- The column is moved to the new location.

**NOTE:** The column order is carried over if you export the report to Excel. You must memorize the report in order to save the new column order.

## REPORTS

### Customizing / Changing the Header or Footer

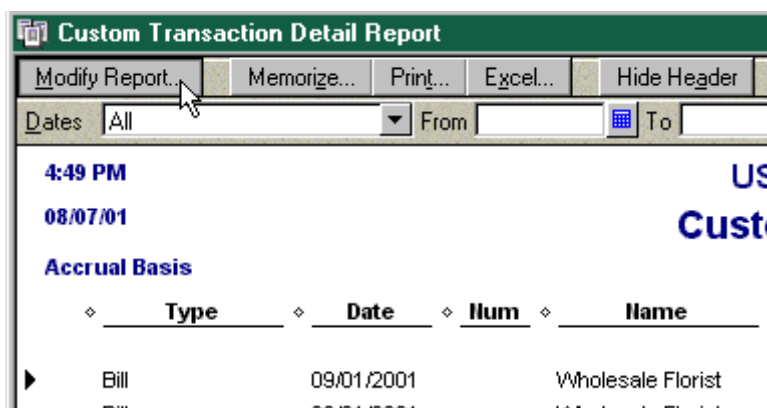
#### Changing the Header or Footer

The header appears at the top of each report page. It includes the company name (USAF Chaplain Service – *Your Air Base* as shown in the Company Information window), the title of the report, the date range of the report, and the format of the date you prepared the report.

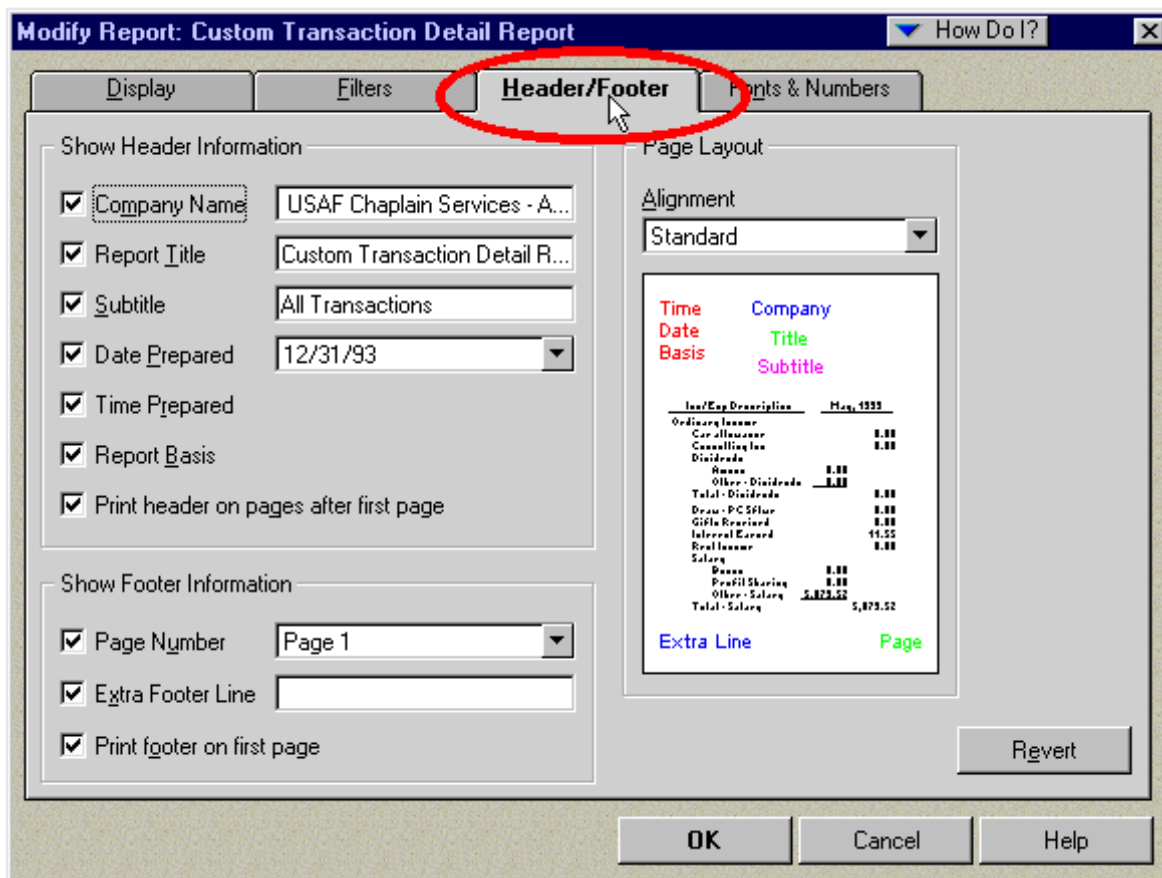
The footer appears at the bottom of each report page. It includes the page number and a blank extra line where you can put a word or phrase of your choosing.

#### To Change the Header:

- From the Reports window, click **Modify Report**.



- Select the **Header/Footer** tab.



## REPORTS

### Customizing / Changing the Header or Footer

- To change what appears in the **Header**, edit the **Company Name**, **Report Title**, **Subtitle**, or **Date Prepared** information.

The screenshot shows the 'Modify Report: Custom Transaction Detail Report' dialog box with the 'Header/Footer' tab selected. The 'Show Header Information' section contains several checkboxes and text fields. The 'Report Title' field, which contains the text 'SPECIAL REPORT', is circled in red. Other fields include 'Company Name' (USAF Chaplain Services - A...), 'Subtitle' (All Transactions), 'Date Prepared' (12/31/93), 'Time Prepared', 'Report Basis', and 'Print header on pages after first page'.

- If you do not want to show the time at which the report was prepared, modify the Time Prepared checkbox.

The screenshot shows the same dialog box, but the 'Time Prepared' checkbox is now unchecked and circled in red. The 'Report Title' field still contains 'SPECIAL REPORT'.



## REPORTS

### Customizing / Changing the Header or Footer

- If you do not want the header to appear after the first page of the report, clear the **Print header on pages after first page** checkbox.

**Modify Report: Custom Transaction Detail Report**

Display Filters **Header/F**

Show Header Information

☒ Company Name USAF Chaplain Services - A...

☒ Report Title SPECIAL REPORT

☒ Subtitle All Transactions

☒ Date Prepared 12/31/93

☐ Time Prepared

☒ Report Basis

☐ Print header on pages after first page

#### To Change the Footer:

- To change the page numbering style, choose a different style from the **Page Number** list.

Show Footer Information

☒ Page Number Page 1

☒ Extra Footer Line

☒ Print footer on first page

Page 1  
pg 1  
p 1  
<1>

- To suppress page numbering, clear the **Page Number** checkbox.

Show Footer Information

☐ Page Number Page 1

☒ Extra Footer Line

☒ Print footer on first page

- To add an extra line of information below the page number, fill in the **Extra Footer Line** field.

Show Footer Information

☐ Page Number Page 1

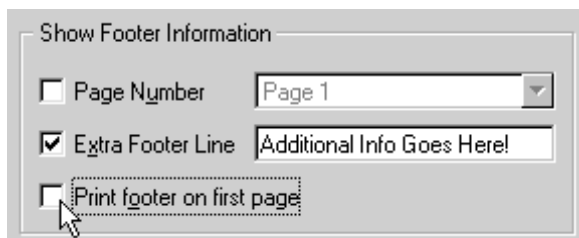
☒ Extra Footer Line Additional Info Goes Here!

☒ Print footer on first page

## REPORTS

### Customizing / Grouping and Subtotaling Data

- If you do not want the footer to appear on the first page, clear the **Print footer on first page** checkbox.



### Grouping and Subtotaling Data

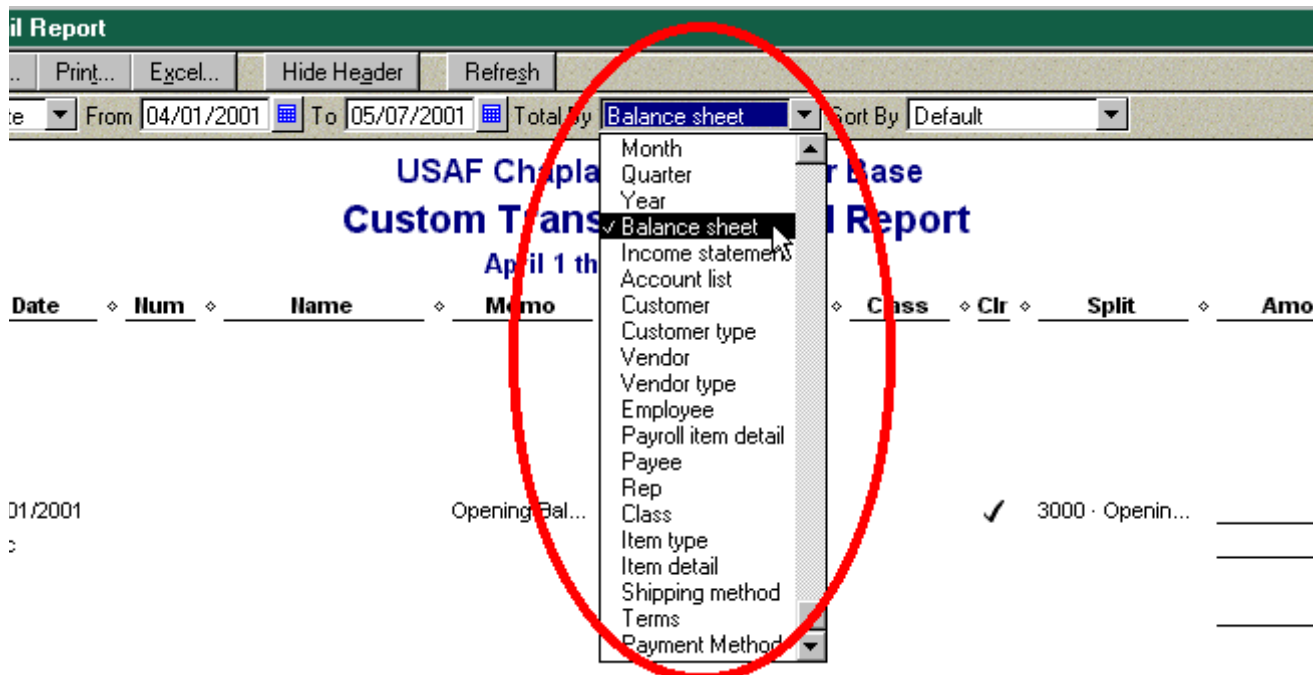
If the report you created does not subtotal data in the way that you need, you can modify it to create different groupings. For instance, you can view customer sales by month rather than a single total for each customer.

#### What kinds of groupings can you create?

In some reports, like transaction detail reports and custom reports, you can group the report data in specific ways and display subtotals for each group.

#### Examples of the kinds of subtotal groupings you can create include:

- Time periods (each day, week, month, etc.).
- Contribution to your balance sheet (assets, liabilities, equity, etc.).
- Type of income or expense.
- Each account on your chart of accounts.
- The types of items or services you provide.
- Customer, job, vendor, or payee name.
- The way you categorize transactions (class, customer type, vendor type, etc.).
- Any of the other ways you use list information in a transaction (terms, payment method, etc.).



In Summary reports and custom reports, you can select the type of subtotal grouping you want from the Columns list on the Reports window. In transaction detail reports, you can select the type of subtotal grouping you want from the Total By list on the Reports window.

## REPORTS

### Filtering

### Filtering

#### What is a Filter?

A filter is a tool you can use to specify exact criteria by which you wish to generate a report. You can filter reports by date, name/s, account/s, transaction type/s, and in many other ways.

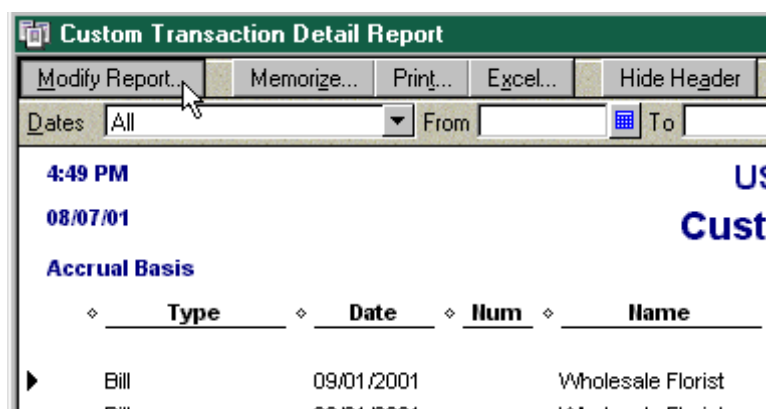
Filters let you change the scope of a report. When you apply a filter to a report, you choose how you want QuickBooks to restrict the report to display certain transactions. QuickBooks then excludes from the report any transactions that do not meet your criteria.

You can apply filters either one at a time or in combination with each other. Each additional filter you apply further restricts the content of the report.

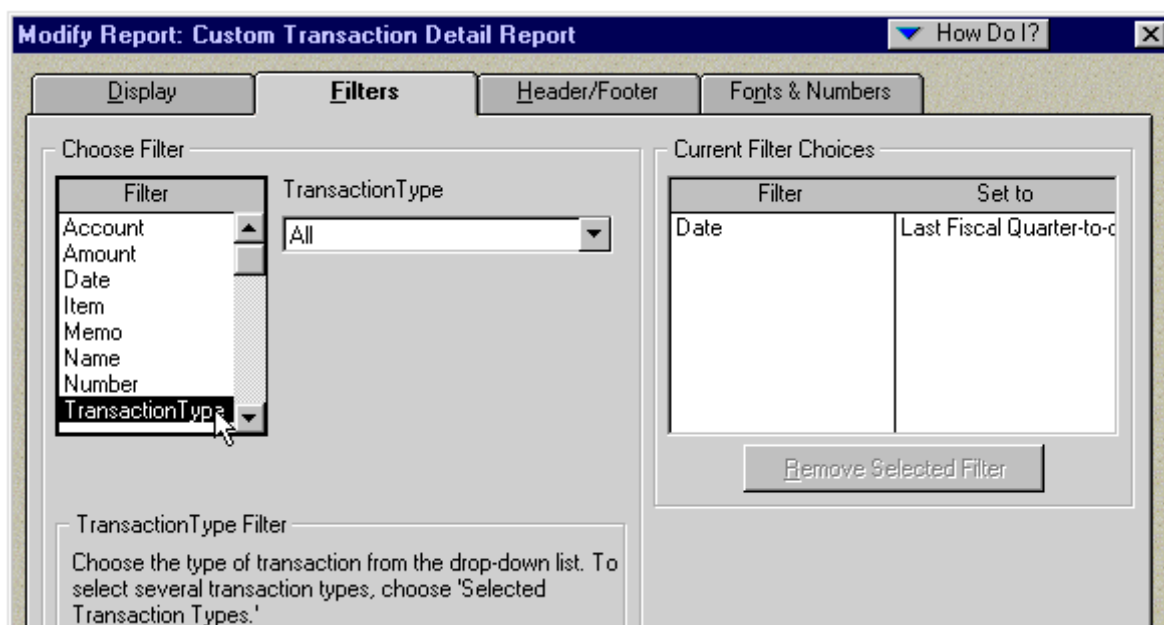
For example, you would use the Date filter by itself to show last year's vendor balances in an A/P report. But to show last year's vendor balances for a particular vendor, you must use the Date filter along with the Name filter.

#### Changing the Scope of a Report (Filtering):

- In the Report window, click Modify Report.



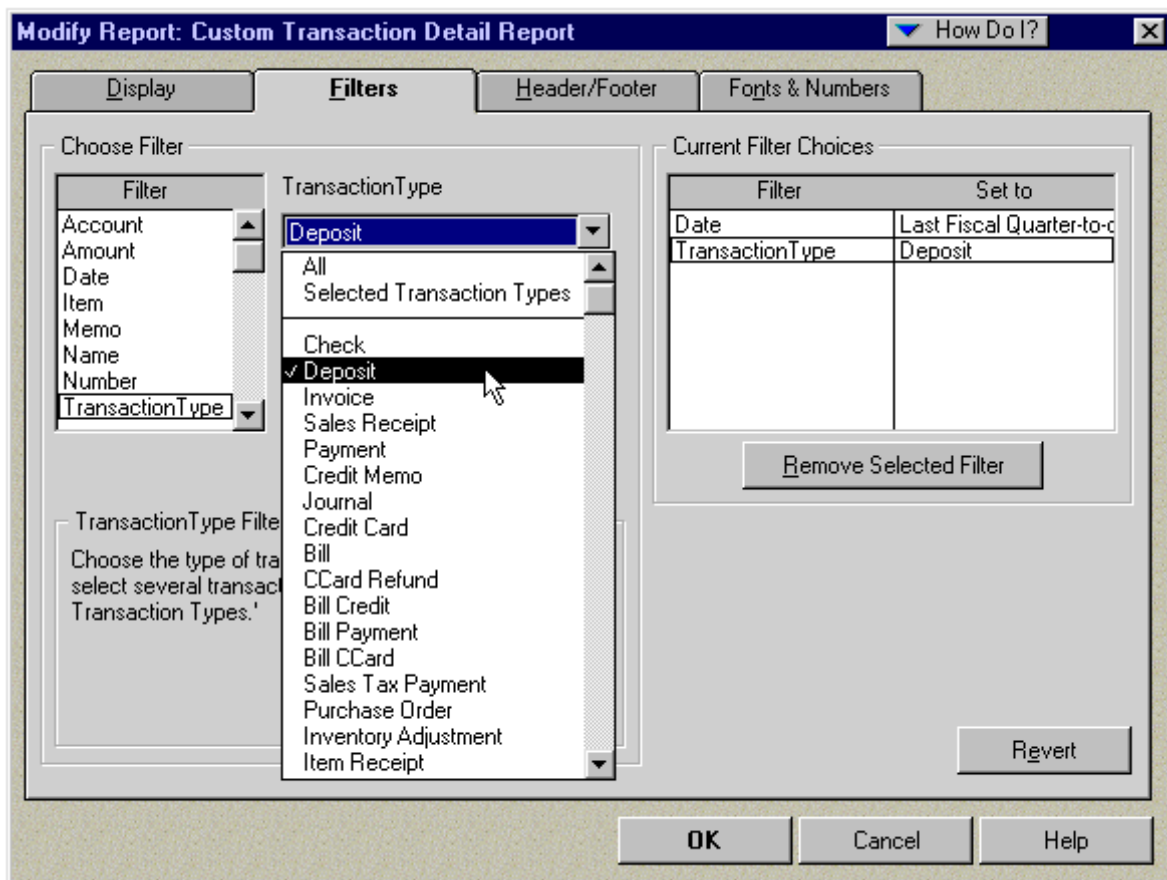
- Click the **Filters** tab, and then select what you want to filter for from the list of filters.



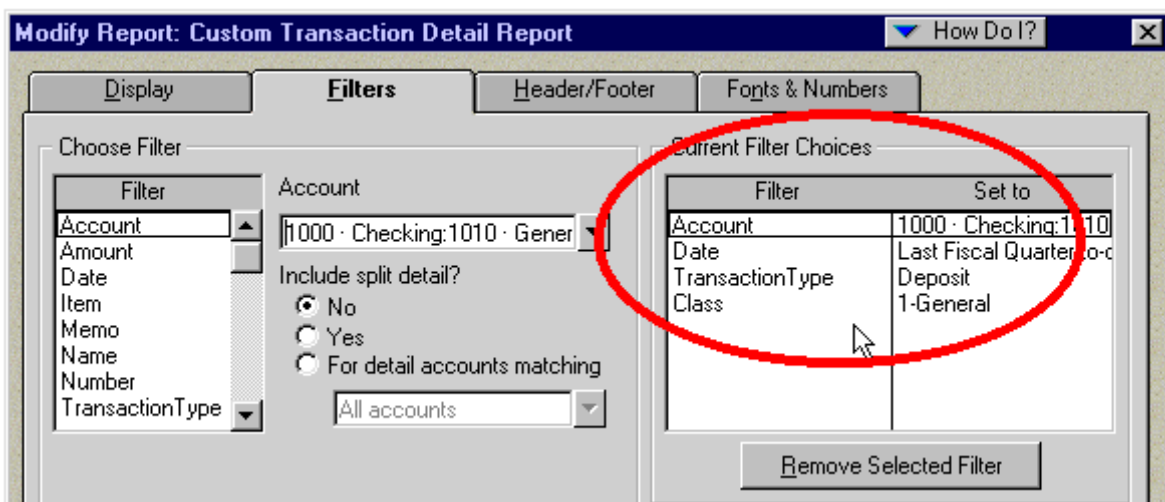
## REPORTS

## Filtering

- Complete the fields for each filter you wish to specify in the center of the window.



- Each filter you select appears in the **Current Filter Choices** list on the right side.



- Click **OK**.
- (Optional) If you wish to keep this report as you have it filtered you must **memorize** it. This lets you create similar reports without having to re-enter the settings each time.

## REPORTS

### Memorizing Reports

### Memorizing Reports

#### Why Memorize a Report?

Memorizing reports can save time and effort. The report is saved in the Memorized Report List and can easily be accessed at a later time.

#### To Memorize a Report:

- Create the desired report.
- After you have customized/filtered the report, click **Memorize** on the Reports window.

Type	Date	Account	Split	Amount	Balance
Deposit	04/01/2001	1030 · Catholic	3000 · Openin...	45.00	45.00
Deposit	04/01/2001	3000 · Opening Ba...	1030 · Catholic	-45.00	0.00
Deposit	06/01/2001	1020 · Protestant	3000 · Openin...	3,274.00	3,274.00
Deposit	06/01/2001	3000 · Opening Ba...	1020 · Protes...	-3,274.00	0.00
Deposit	06/30/2001	1010 · General	3000 · Openin...	1,500.00	1,500.00

- Leave the name as is, or provide a unique name.

**NOTE:** If you have created a Memorized Report previously, and want to assign the report to a memorized report group, select **Save in Memorized Report Group**, then choose the group from the drop-down list.

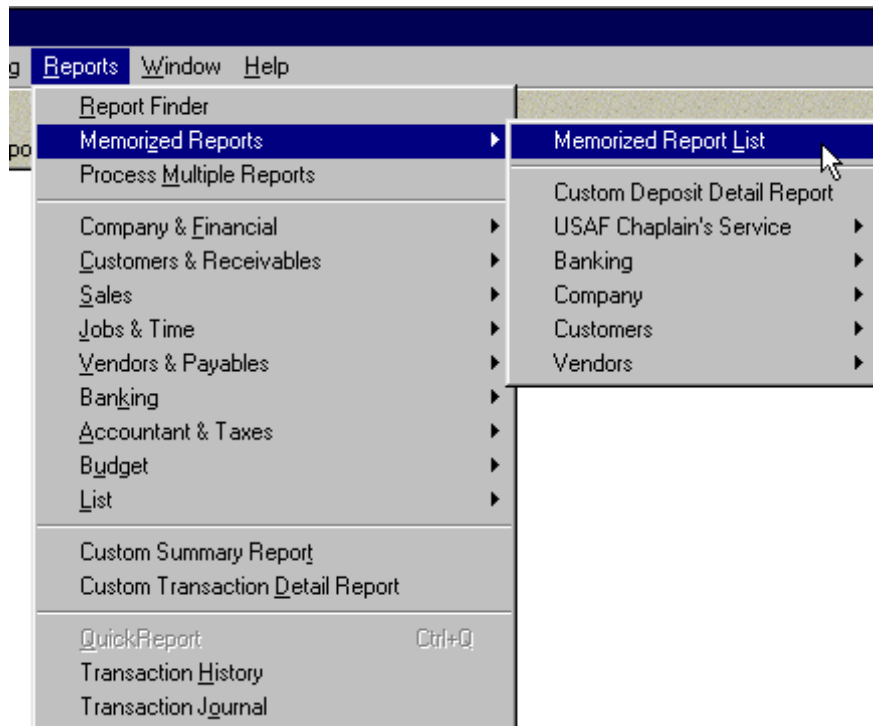
- Click **OK**.

## REPORTS

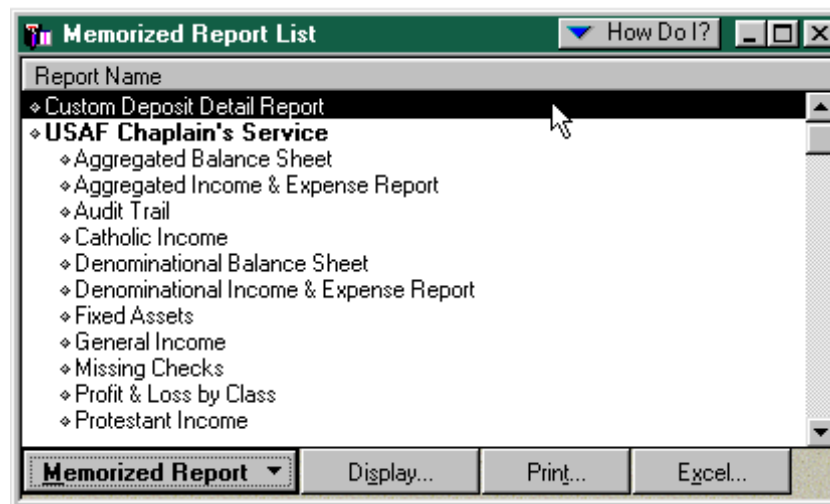
### Memorizing Reports

To Recall a Memorized Report:

- From the Reports window, choose **Memorized Reports**.



- In the **Memorized Report List** window, select the report you want.

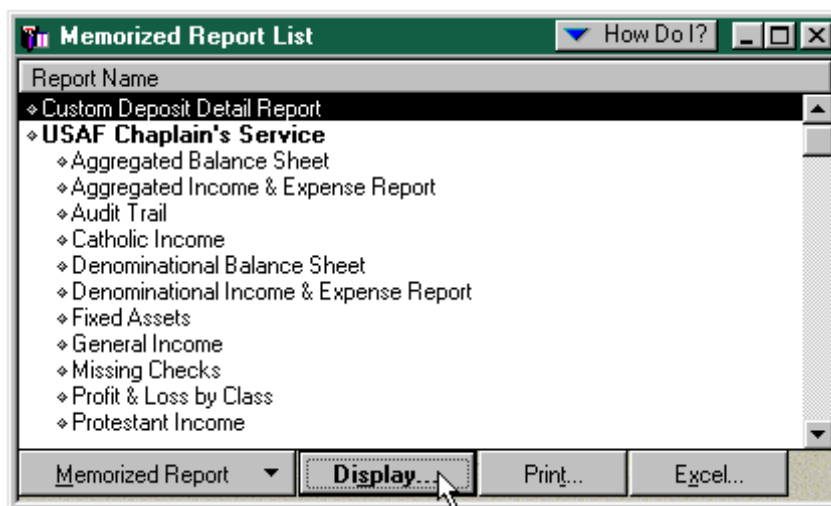




## REPORTS

### Memorizing Reports

- Click **Display**.



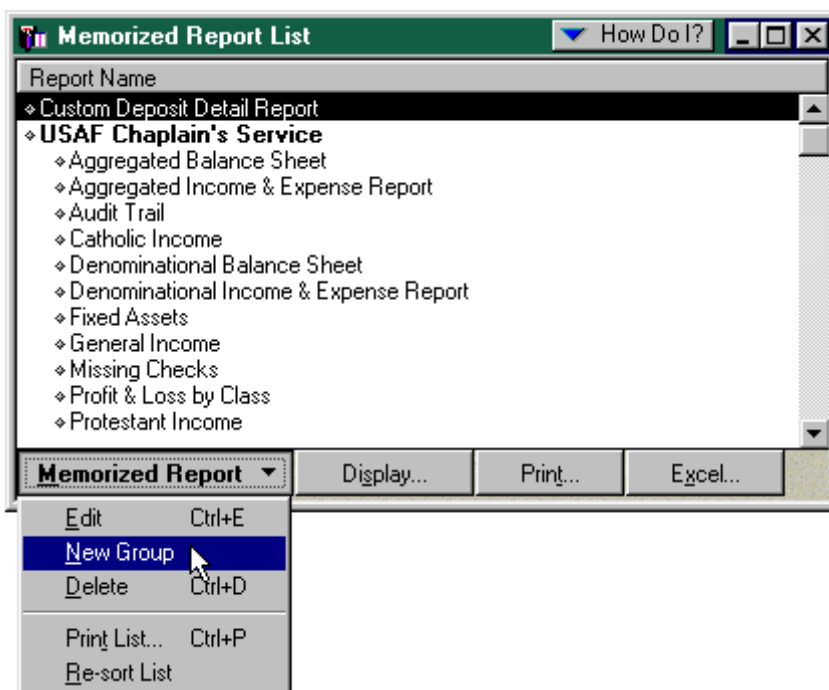
If you have recalled a memorized report and made changes, when you click **Memorize**, indicate if you want QuickBooks to replace the earlier report (with the same name) or create a new memorized report (with a new name).

### Creating a New Memorized Report Group

Memorized reports can be saved in a **Memorized Report Group**. This provides an easy method of organizing reports where you wish to keep them. The **New CS Data File Template** has a Memorized Report Group with a list of customized reports created for the Chaplain Service.

#### To Create a Memorized Report Group:

- In the **Memorized Report List** window, choose **New Group** from the **Memorized Report** button menu.



## REPORTS

### Memorizing Reports

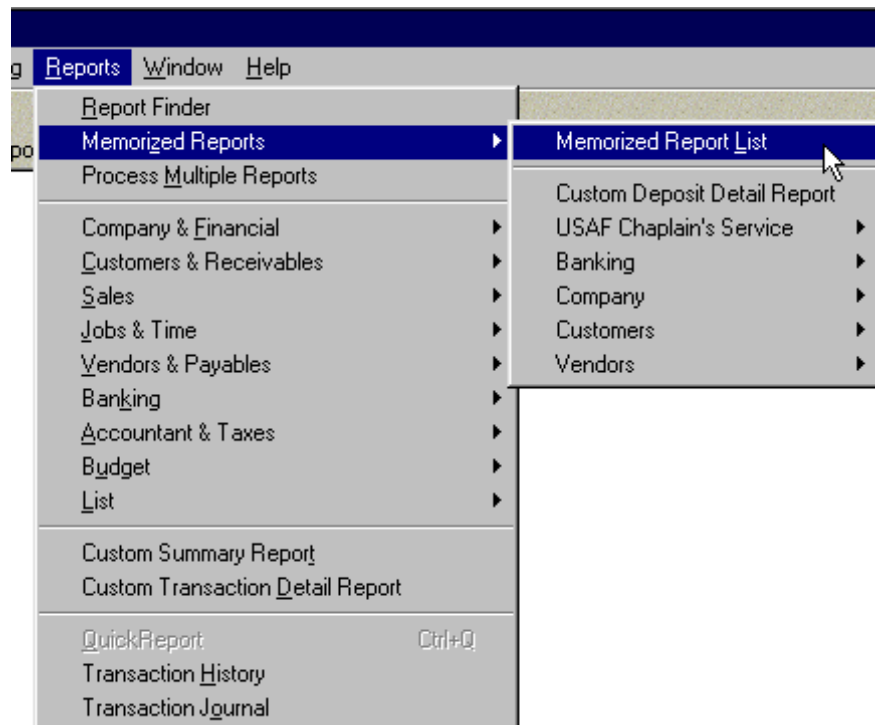
- Enter the new name of the memorized report group.



- Click **OK**.

#### To Add an Existing Memorized Report to a Memorized Report Group:

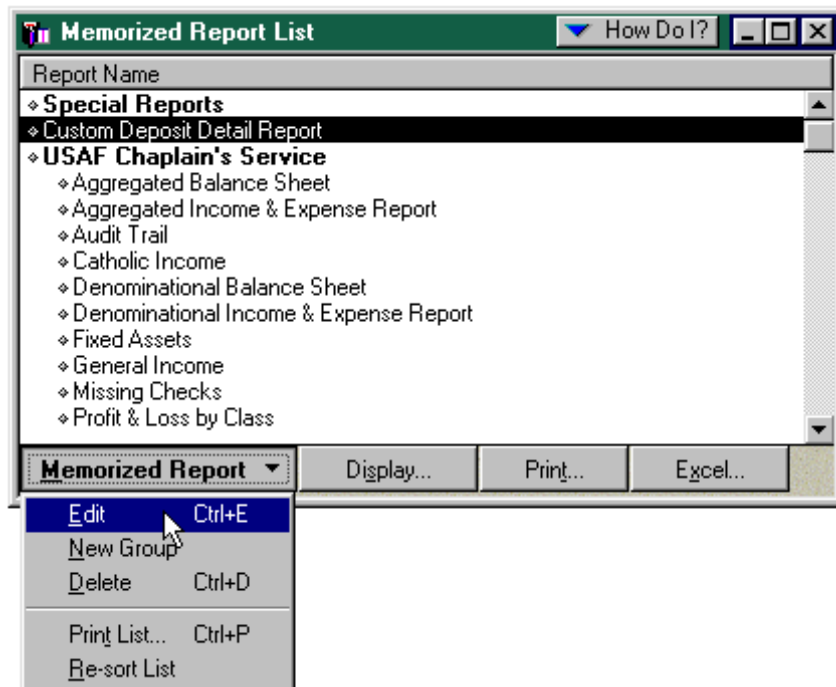
- From the Reports window, select **Memorized Reports**, and then **Memorized Report List**.



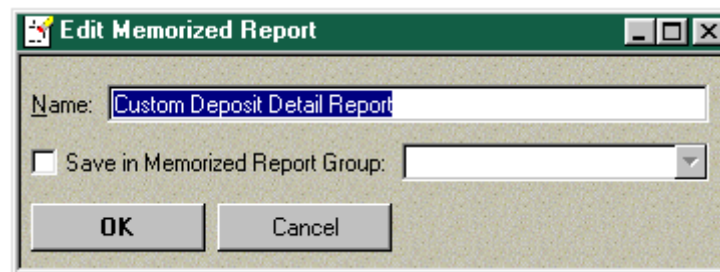
## REPORTS

### Memorizing Reports

- Highlight the report you want to add to a group, select **Edit** in the drop-down menu from **Memorized Report**.



- In the **Edit Memorized Report** window, you can change the name of the report if you wish.



- Select **Save in Memorized Report Group**, then choose the group from the drop-down list.



## REPORTS

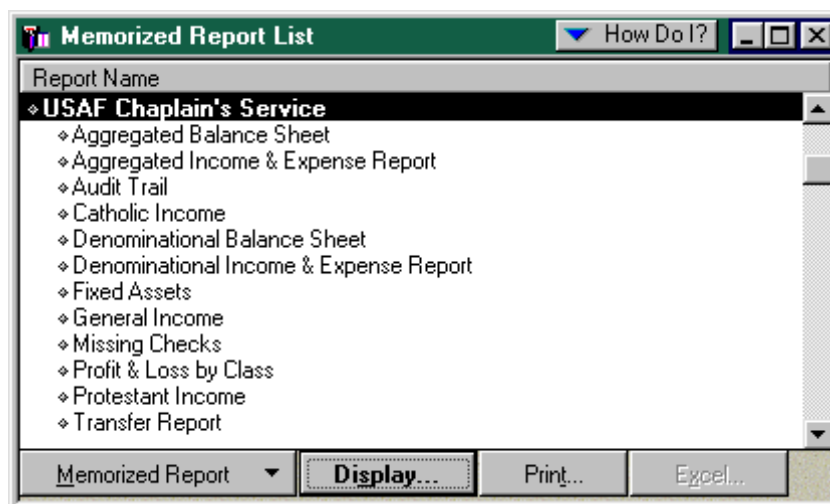
### Memorizing Reports

- Click **OK**.



The following memorized reports are in the **USAF Chaplain Service** group:

- Aggregated Balance Sheet
- Aggregated Income and Expense Report
- Audit Trail
- Catholic Income
- Denominational Balance Sheet
- Denominational Income and Expense Report
- Fixed Assets
- General Income
- Missing Checks
- Profit and Loss by Class
- Protestant Income
- Transfer Report



## TERMINOLOGY

**Accounting Equation - Assets = Liabilities + Equity.** The accounting equation that is the basis for the financial statement called the [Balance Sheet](#).

**Accounts Payable** - The record of the outstanding bills of the Chaplain Service. Accounts payable is called A/P for short. (Even though the word accounts is plural, QuickBooks uses a single account on the chart of accounts to track all outstanding bills.)

**Accrual Basis** - A method of bookkeeping wherein revenue and expenses are recorded in the period in which they are earned or incurred regardless of whether cash is received or disbursed in that period. This is the accounting basis that generally is required to be used in order to conform to generally accepted accounting principles (GAAP) in preparing financial statements for external users. Chaplain Funds will use the accrual method of accounting.

**Activity/Organization Contribution** - Donations received during fundraisers, proceeds from ticket sales, and miscellaneous donations.

**Anti-Virus Programs** - Prior to installing QuickBooks it is recommended to shutdown all Anti-Virus programs.

**Assets** - Assets are the tangible items of value that the Chaplain Service owns. QuickBooks distinguishes between [Current Assets](#) and [Fixed Assets](#).

**Automatic Update of QuickBooks** - With this method, updates of your choice are automatically downloaded from the Intuit server to your computer. QuickBooks periodically checks the Intuit server for new updates, and proceeds to download information gradually at times when your open Internet connection is not being used by another process or application.

**Backing Up** - The procedure used in QuickBooks to save your Chaplain Fund accounting information to another location for security purposes. This will be done on a daily basis to an external media.

**Balance Sheet** - A report that summarizes the financial position of an organization. A balance sheet shows the value of your Chaplain Fund assets, liabilities, and equity as of a particular day. It is called a balance sheet because the value of the assets is always exactly equal to the combined value of the liabilities and equity.

**Bill Credit** - This function is used when a Vendor issues a credit to you against an outstanding bill.

**Bounced Check** - A check returned for insufficient funds.

**Budget** - An itemized listing of the amount of all estimated revenue which an organization anticipates receiving, along with a listing of the amounts of all estimated expenses that will be incurred in obtaining the above mentioned income during a given period of time. A budget is typically generated for the period of one year.

**Chaplain Fund Budget** - The Chaplain Fund budget is based on the expense accounts identified during the budget development process. These expense accounts will be existing accounts or added as sub-accounts as they are identified.

**Chart of Accounts** - A systematic listing of all accounts used in the Chaplain Service QuickBooks data file (New CS Data File Template).

**Classes** - In QuickBooks, classes give you a way to track transactions by denomination. The classes set up in the data file are: Catholic, Jewish, Muslim, Orthodox, Protestant, and General.

**Company Information** - The name and address information of your Chaplain Service, airbase location, and [Fiscal Year](#).

**Contributions** - Primary income accounts for the Chaplain Service.

**Current Assets** - Those assets that are reasonably expected to be realized in cash, or sold, or consumed during a normal operating cycle (usually one year). Such assets include cash, and money due usually within one year, short-term investments, US government bonds, and prepaid expenses.

## TERMINOLOGY

**Debits and Credits** - Used in Accounting - An amount recorded on the left side of a ledger account is called a debit, or a debit entry. Likewise, any amount entered on the right side is called a credit or credit entry. The balance of an account is the difference between the debit and credit entries in the account.

**Depositing Chaplain Fund Offerings** - Chaplain fund offerings are deposited into the checking sub-account for which the offering was collected.

**Designated Contribution** - Offerings received during a worship service or special event that are transferred to a humanitarian or charitable organization.

**Double-Entry Accounting** - A system of recording every financial transaction with two types of entries: (1) **debit entries** to one or more accounts and (2) **credit entries** made to one or more accounts. The total dollar amount of the debit entries must equal the total dollar amount of the credit entries.

**Enter Bills** - This function allows you to manage your bills with QuickBooks. Bills are entered into the [Accounts Payable](#) account and then paid through the [Pay Bills](#) function.

**Equity** - Equity is the net worth of an organization. If you sold all your assets today, and if you paid off your liabilities with the money received from the sale of your assets, the money you would have left would be equity.

**Expense Account** - These are the accounts you use to keep track of the costs of operating the Chaplain Service: In other words, what the money is spent on. Examples are equipment, services and supplies.

**Exporting Lists** - This utility is used to export any of the lists in a QuickBooks data file such as the Vendor list. The exported file, saved as an [IIF file](#), may then be imported into a different data file.

**Express Setup** - When installing QuickBooks Pro 2001, the Express Setup is chosen. This will allow the installation to overwrite the previous version of QuickBooks.

**Fiscal Year** - An accounting period of exactly twelve months that does not necessarily coincide with the calendar year. The USAF Chaplain Service fiscal year begins October 1st.

**Fixed Assets** - These are the assets you do not expect to convert to cash during one year of normal operations. A fixed asset is usually something that is necessary for the operation of your organization like a piano or computer. Formerly called Chaplain Fund Equipment – equipment items valued at \$1000 or more listed on the Chart of Accounts as Fixed Asset sub-accounts.

**General Journal Entry** - In traditional accounting, a record of a transaction in which the total amount in the Debit column equals the total amount in the Credit column, and each amount is assigned to an account on the [Chart of Accounts](#).

**General Ledger** - The collection of all balance sheet, income, and expense accounts used to keep the accounting records of a business.

**Host Computer** - The computer (also known as the server) where the Chaplain Service data file is stored in a Multi-User environment. Users on a network will access this data file with a [Mapped Network Drive](#) pointing to the folder on the host computer.

**IIF File** - A tab-delimited or comma-delimited text file, based on the **Intuit Interchange Format**, used to import and export data in QuickBooks.

**Import Lists** - This utility is used to import lists (**IIF files**) that were previously exported.

**Income Accounts** - These are the accounts you use to keep track of your sources of income or revenue. Examples are [Contributions](#) and interest income.

**Installation Keycode** - This number identifies the version of QuickBooks and allows the program to be installed correctly. RECORD THIS NUMBER INSIDE THE QUICKBOOKS REFERENCE GUIDE.

**Liabilities** - A loan, expense, or any other form of claim on the assets of an organization that must be paid or otherwise honored by that Organization.



## TERMINOLOGY

**Main Accounts** (Also known as Parent Account) - The primary accounts listed in the Chart of Accounts under which sub-accounts can be created.

**Manual Update of QuickBooks** - With this method, updates of your choice are downloaded immediately from the Intuit server to your computer. You can use this method at any time.

**Mapped Network Drive** - If your data file is going to be used on a network, each users computer will have a mapped network drive which points to the appropriate folder where the Chaplain Service data file is kept.

**MS Internet Explorer** - Internet Explorer 5.5 (or higher) is must be installed on your computer to use QuickBooks Pro 2001.

**Multi-User Ready** - QuickBooks Pro allows up to 5 users to access the same data file simultaneously.

**Navigator Window** - A graphical menu system that groups tasks and relevant information related to the major areas in QuickBooks.

**Opening Bal Equity Account** - The Opening Balance Equity account is automatically created by QuickBooks. It is used when entering the account opening balances. It serves as a holding account to offset the beginning balances for the accounts in the new data file.

**Opening Balances** - (1) The amount of money in, or the value of, an account as of the start date of your accounting records in QuickBooks. (2) On a bank statement, the amount of money in your account at the beginning of the statement period.

**Pay Bills** - This function allows you to pay bills that have been entered in [Accounts Payable](#) through the [Enter Bills](#) feature. Specific vendors and bills may be selected and partial or whole amounts paid.

**Profit & Loss Report** - Also known as an income statement. It shows your revenue and expenses for a specific period of time. The difference between the total revenue and the total expense is net income. A key element of this statement, and one that distinguishes it from a [Balance Sheet](#), is that the amounts shown on the statement represent transactions over a period of time while the items represented on the balance sheet show information as of a specific date (or point in time).

**Project Officer Returns** - The unused money returned from a previous advance of funds that has been deposited into the Chaplain Fund bank account.

**QuickBooks Administrator** - The QuickBooks Administrator is the only person who has unlimited access to all areas of QuickBooks. The QuickBooks Administrator sets up the Chaplain Service data file and assigns passwords and access privileges to other users.

**QuickBooks Preferences** - Through preferences, you can customize QuickBooks to suit the needs of the Chaplain Service and your personal style of working. Mandatory Preferences have been set in the New CS Data File Template.

**Reconciliation** - The process of balancing records. An example is when an individual balances a checking account record with the monthly bank statement. Once the records accurately agree, the checking account has been reconciled.

**Registration** - Your QuickBooks program is registered by using the Online Registration function when a data file is open. Registering QuickBooks is mandatory.

**Regular Contribution** - Offerings received during a worship service or special event that are deposited to the appropriate bank sub-account based on denomination.

**Restore** - Restore un-compresses your backup file and creates a new company file using the data from the backup.

## TERMINOLOGY

**Retained Earnings** - An equity account of earnings that have been "retained" for use in the business. QuickBooks uses the account to track profits from earlier periods that have not been distributed. At the beginning of a new **fiscal year**, QuickBooks automatically transfers net income (or loss) from the last fiscal year into your Retained Earnings account.

**Starting Point (Also known as Start Date)** - The date that you will begin recording your transactions in this new QuickBooks file. Information for any transactions prior to the selected date is summarized into [Opening Balances](#).

**Terms** - A shorthand method of expressing when a vendor expects to receive payment from you. Terms show the number of days (or date) by which payment is due, and can include a discount for early payment.

**Transfer Funds** - QuickBooks function to move funds between any [Balance Sheet](#) Accounts.

**Trial Balance** - This report is prepared at the end of an accounting period by adding up all the account balances in your [General Ledger](#).

**Updating QuickBooks** - When applicable, this update will include important information — details about maintenance releases, technical issues that may arise, or the availability of new services and features — affecting this version of QuickBooks. There are two methods for updating and both require an Internet connection – **Automatic Update** or **Manual Update**.

**Write Checks** - A function in QuickBooks to enter a check from a Bank Account and track the funds to one or more expense accounts.

## QUICKBOOKS REFERENCE GUIDE STARTING OUT WORKSHEET

<b>Preparation</b>		<b>Completed ✓</b>
<b>1. Closing Petty Cash</b>		
Amount deposited	\$ _____	
Date deposited	____ / ____ / ____	
<b>2. Choose a Start Date</b>		
Date	____ / ____ / ____	
<b>3. Print Reports from Old Data File</b>		
Trial Balance Report		
Denominational Income & Expense Report		
Vendor Balance Detail Report		
Transaction Detail by Account Report		
<b>4. Bank Account Information</b>		
Last Bank Statement		
List of Uncleared Transactions	Transaction Detail Report from Step 3.	
<b>5. Export Lists from Old Data File</b>		
Export Lists.IIF saved		
<b>6. Backing Up &amp; Renaming the Old Data File</b>		
File backed up		
File renamed	"Old CS File DO NOT USE"	

*NOTE: Place a check mark (✓) in the column to the right as each procedure is completed or enter the requested information in the appropriate fields.*

## QUICKBOOKS REFERENCE GUIDE STARTING OUT WORKSHEET

<b>Installing QuickBooks</b>		<b>Completed ✓</b>
<b>Installing QuickBooks Pro 2001</b>		
System Requirements	Verified System meets Requirements	
<b>Steps to Install QuickBooks</b>		
Close All Programs	All Programs Closed	
Close Virus Protection	Virus Protection Program Closed	
Installation Key Code	Installation Key Code sticker placed inside the front cover of the printed <i>QuickBooks Reference Guide</i>	
QuickBooks Installed	Location: _____	
Restart Computer	Restarted	
<b>QuickBooks Product Updates</b>		
Update QuickBooks	Go to <a href="http://www.quickbooks.com/support/updates.html">http://www.quickbooks.com/support/updates.html</a>	
Download manual update	Downloaded file to Desktop	
Install Update	Installed and Computer Restated	
Check the Current Release	(CNTRL + 1) Release _____	
<b>Multi User Setup</b>		
Install QuickBooks on each workstation	Workstations: 1. _____ 2. _____ 3. _____ 4. _____ 5. _____	
Create <b>Qbdata</b> folder on host computer	Location: _____	
Share the Folder		
Map the Network Drive on each workstation	Drive Letter: _____	

*NOTE: Place a check mark (✓) in the column to the right as each procedure is completed or enter the requested information in the appropriate fields.*

## QUICKBOOKS REFERENCE GUIDE STARTING OUT WORKSHEET

<b>Setting Up the New Data File Template</b>		<b>Completed</b> ✓	
<b>Restore the New Data File Template</b>			
Location			
<b>Set Up Users &amp; Passwords</b>		<b>Name</b>	<b>Password</b>
	1		
	2		
	3		
	4		
	5		
<b>Accessing the Data File</b>			
Open the Data File			
Close QuickBooks			
Open QuickBooks			
<b>Register QuickBooks</b>			
Registration No.			
<b>Update Your Data File</b>			
Enter Base Information	Name, Address, etc.		
Import Lists			
Review Chart of Accounts			

*NOTE: Place a check mark (✓) in the column to the right as each procedure is completed or enter the requested information in the appropriate fields.*

## QUICKBOOKS REFERENCE GUIDE STARTING OUT WORKSHEET

Entering Opening Balances				Completed ✓		
<b>Required Information</b>	1.	Bank and Credit Card Statements				
	2.	Trial Balance Report				
	3.	Denominational Income & Expense Report				
	4.	Vendor Balance Detail Report				
	5.	Transaction Detail by Account Report				
Entering Opening Balances – Asset Accounts						
Asset Accounts from Trial Balance Report  <b>(DO NOT include Bank and Credit Card Accounts in this list)</b>  <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <i>The <b>ONLY</b> required information for this step is the <b>Trial Balance Report</b>.</i> </div>	<b>Old Name</b>	<b>New Name</b>	<b>Parent Account</b>	<b>Debit</b>	<b>Credit</b>	
	Add Sub-Accounts	Add sub-accounts as needed to the Chart of Accounts				
	Journal Entry	Date (day before the Start Date): ____/____/____				

*NOTE: Place a check mark (✓) in the column to the right as each procedure is completed or enter the requested information in the appropriate fields.*



## QUICKBOOKS REFERENCE GUIDE STARTING OUT WORKSHEET

[illegible]

**NOTE:** Place a check mark (✓) in the column to the right as each procedure is completed or enter the requested information in the appropriate fields.

## QUICKBOOKS REFERENCE GUIDE STARTING OUT WORKSHEET

**IMPORTANT NOTE:** If you chose a **Start Date** of October 1, 2001, this is the beginning of your **Fiscal Year** and this Income Account worksheet may be skipped. No Income Account Opening Balances will need to be entered, as those amounts are \$0.00 as of October 1<sup>st</sup>.

Entering Opening Balances – Income Accounts					Completed ✓	
Income Accounts from Trial Balance Report	Old Name	New Name	Parent Account	Class	Debit	Credit
<i>The <b>ONLY</b> required information for this step is the <b>Trial Balance Report</b> and the <b>Denominational Income and Expense Report</b> (or whatever records you have used to track income by denomination.</i>						
Add Sub-Accounts	Add sub-accounts as needed to the Chart of Accounts					
Journal Entry	Date (day before the Start Date): ____/____/____					

*NOTE: Place a check mark (✓) in the column to the right as each procedure is completed or enter the requested information in the appropriate fields.*

## QUICKBOOKS REFERENCE GUIDE STARTING OUT WORKSHEET

**IMPORTANT NOTE:** If you chose a **Start Date** of October 1, 2001, this is the beginning of your **Fiscal Year** and this Expense Account worksheet may be skipped. No Expense Account Opening Balances will need to be entered, as those amounts are \$0.00 as of October 1<sup>st</sup>.

Entering Opening Balances – Expense Accounts					Completed ✓		
<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;">Expense Accounts from Trial Balance Report</div> <div style="width: 35%; font-size: 0.8em;"> <p><i>The <b>ONLY</b> required information for this step is the <b>Trial Balance Report</b> and the <b>Denominational Income and Expense Report</b> (or whatever records you have used to track expenses by denomination.</i></p> </div> </div>	Old Name	New Name	Parent Account	Class	Debit	Credit	
	Add Sub-Accounts	Add sub-accounts as needed to the Chart of Accounts					
	Journal Entry	Date (day before the Start Date): ____/____/____					

*NOTE: Place a check mark (✓) in the column to the right as each procedure is completed or enter the requested information in the appropriate fields.*

## QUICKBOOKS REFERENCE GUIDE STARTING OUT WORKSHEET

**NOTE:** You may want to make copies of this page so you have one for each bank account.

Entering Opening Balances – Bank Accounts				
<div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 80%;"> <p><i>The required information for this step is:</i></p> <ul style="list-style-type: none"> <li>■ <b>Trial Balance Report</b></li> <li>■ The most recent <b>Bank Statement</b> for each bank account.</li> <li>■ The <b>Transaction Detail by Account Report</b> showing all un-cleared transactions for each bank account.</li> </ul> </div>				
Opening Balance Calculations – Bank Sub-Accounts				
Sub-Account	Account Balance from Trail Balance	-	Total of Un-cleared Transactions	Opening Balances
# _____ General		-		
# _____ Protestant		-		
# _____ Catholic		-		
		-		
		-		
		-		
<b>TOTAL OPENING BALANCES</b>			<i>These amounts MUST be the same!</i>	
<b>BANK STATEMENT BALANCE</b>				
<b>Completed ✓</b>				
Enter the Opening Balance	Checking Account			
	Savings Account			
	CD Account			
	Other Bank Account			
Enter Outstanding Checks	Checking Account			
	Savings Account			
	CD Account			
	Other Bank Account			
Enter Outstanding Deposits	Checking Account			
	Savings Account			
	CD Account			
	Other Bank Account			

*NOTE: Place a check mark (✓) in the column to the right as each procedure is completed or enter the requested information in the appropriate fields.*

## QUICKBOOKS REFERENCE GUIDE STARTING OUT WORKSHEET

Entering Opening Balances – Accounts Payable		Completed ✓
<div style="border: 1px solid black; padding: 10px; margin: 0 auto; width: 80%;"> <p><i>The required information for this step is:</i></p> <ul style="list-style-type: none"> <li>■ <b>Vendor Balance Detail Report.</b></li> <li>■ <b>Trial Balance Report</b></li> </ul> </div>		
Enter Bills for each Vendor	From Vendor Balance Detail Report	
Verify Balances (All amounts should be equal)	Accounts Payable in Chart of Accounts	\$
	Total from Vendor Balance Detail Report	\$
	Accounts Payable from Trial Balance Report	\$

*NOTE: Place a check mark (✓) in the column to the right as each procedure is completed or enter the requested information in the appropriate fields.*

## QUICKBOOKS REFERENCE GUIDE STARTING OUT WORKSHEET

Entering Opening Balances – Equity Accounts				Completed ✓	
<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>Equity Accounts from Trial Balance Report</p> <p><i>The <b>ONLY</b> required information for this step is the <b>Trial Balance Report</b>.</i></p> </div>	Old Name	New Name	Parent Account	Debit	Credit
Add Sub-Accounts	Add sub-accounts as needed to the Chart of Accounts				
Journal Entry	Date (day before the Start Date): ____/____/____				

*NOTE: Place a check mark (✓) in the column to the right as each procedure is completed or enter the requested information in the appropriate fields.*



## QUICKBOOKS REFERENCE GUIDE STARTING OUT WORKSHEET

Internet Connection Setup		Completed ✓
Proxy Server Information Entered	HTTP Proxy: _____ Port: _____ Security Proxy: _____ Port: _____	
Internet Connection Configured		
<b>Backing Up the Data File</b>		
Format a Floppy Disk	Verify – 0 – bytes in bad sectors	
Backup		

*NOTE: Place a check mark (✓) in the column to the right as each procedure is completed or enter the requested information in the appropriate fields.*

The Starting Out Worksheets have been completed.

By: \_\_\_\_\_ Date: \_\_\_\_\_